Change in Circumstances Form

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# Please read the Change in Circumstances Guidance before completing this form.

# [[PART A](#_Hlk500422273" \s "1,480,487,1,,Part A)](#_Hlk503775396)

[Sections 1 - 3](#_Hlk500422273" \s "1,480,487,1,,Part A)

## TO BE COMPLETED BY STUDENTS WHO WISH TO REQUEST A TRANSFER

# [PART B](#_Hlk503775434" \s "1,2173,2180,1,,PART B)

Sections 8 – 10

## TO BE COMPLETED BY STUDENTS WHO WISH TO REQUEST A BREAK IN STUDIES

# [PART c](#_Hlk503775470" \s "1,3773,3780,1,,PART c)

Sections 15 - 17

## TO BE COMPLETED BY STUDENTS WHO WISH TO WITHDRAW FROM THE COLLEGE

PLEASE SUBMIT COMPLETED FORM TO [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk)

# PART A

TRANSFER

### Sections 1 – 3 must be completed by the student who wishes to apply for a transfer

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Student information** | | | |
| Student ID number |  | | |
| First and middle names |  | Surname |  |
| NCH email address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2: Programme information** | | | |
| Programme Change  (please tick as relevant) | Major | |  |
| Minor | |  |
| Current programme | [*e.g. BA History with English; LL.B Law* ] | | |
| New programme | (*e.g. BSc Economics with Philosophy; LL.B Law) )* | | |
| Current programme start date |  | Level of study |  |
| Reason for transfer (please provide full details) |  | | |

|  |  |
| --- | --- |
| **Section 3: Declaration** | |
| Student signature |  |
| Date |  |

### Section 4 must be completed by the current relevant Head of Faculty (Major/Minor)

|  |  |
| --- | --- |
| **Section 4: Declaration** | |
| **Please comment on the suitability for transfer to the new programme and how you have come to this conclusion:** | |
| Head of Faculty (name) |  |
| Signature |  |
| Date |  |

### Section 5 must be completed by the relevant new Head of Faculty (Major/Minor)

|  |  |
| --- | --- |
| **Section 5: Declaration** | |
| **I agree to this transfer/ do not agree to this transfer *(please comment)*:** | |
| Head of Faculty (name) |  |
| Signature |  |
| Date |  |

### Section 6 must be completed by the Head of Admissions for Tier 4 and International students only

|  |  |
| --- | --- |
| **Section 6: Declaration** | |
| **I confirm that the student has been given immigration advice** | |
| Head of Admissions (name) |  |
| Signature |  |
| Date |  |

### Section 7 must be completed by the Registrar

|  |  |
| --- | --- |
| **Section 7: Declaration** | |
| Registrar (name) |  |
| Signature |  |
| Date |  |

# PART B

break in studies

### Sections 8 – 10 must be completed by the student who wishes to apply for a break in studies

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 8: Student information** | | | |
| Student ID number |  | | |
| First and middle names |  | Surname |  |
| NCH email address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 9: Programme information** | | | |
| Faculty (major/degree) | (*e.g. BA History with English; LL.B Law* ] | | |
| Programme of study | (*e.g. BSc Economics with Philosophy; LL.B Law)* | | |
| Programme start date |  | Level of study |  |
| Reason for break in studies (please provide full details) |  | | |
| Supporting evidence  *(medical assessment, notes, letters)* | Please list and attach copies: | | |
| Intention to return date |  | | |

|  |  |
| --- | --- |
| **Section 10: Declaration** | |
| Student signature |  |
| Date |  |

### Section 11 must be completed by the Learning and Assessment Support Officer

|  |  |
| --- | --- |
| **Section 11: Declaration** | |
| **I confirm that the student has received information advice and guidance regarding the break in studies** | |
| Learning and Assessment Support Officer (name) |  |
| Signature |  |
| Date |  |

### Section 12 must be completed by the Head of Faculty

|  |  |
| --- | --- |
| **Section 12: Declaration** | |
| **I confirm that I have discussed the request with the student and support their break in studies from [date] until [date]:** | |
| Last date of attendance |  |
| Head of Faculty (name) |  |
| Signature |  |
| Date |  |

### Section 13 must be completed by the Head of Admissions for Tier 4 and International students only

|  |  |
| --- | --- |
| **Section 13: Declaration** | |
| **I confirm that the student has been given immigration advice** | |
| Head of Admissions (name) |  |
| Signature |  |
| Date |  |

### Section 14 must be completed by the Registrar

|  |  |
| --- | --- |
| **Section 14: Declaration** | |
| Registrar (name) |  |
| Signature |  |
| Date |  |

# PART c

Withdrawal

**Sections 15 - 17 must be completed by the student who wishes to withdraw voluntarily from NCH**

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| **Section 15: Student information** | | | |
| Student ID number |  | | |
| First and middle names |  | Surname |  |
| NCH email |  | | |

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| --- | --- | --- | --- |
| **Section 16: Programme information** | | | |
| Faculty (major/degree) | (*e.g. BA History with English; LL.B Law* ] | | |
| Programme of study | (*e.g. BSc Economics with Philosophy; LL.B Law)* | | |
| Programme start date |  | Level of study |  |
| Reason for withdrawing (please provide full details) |  | | |
| Supporting evidence (if applicable)  *(medical assessment, notes, letters)* | Please list and attach copies: | | |

|  |  |
| --- | --- |
| **Section 17: Declaration** | |
| Student signature |  |
| Date |  |

### Section 18 must be completed by the Learning and Assessment Support Officer

|  |  |
| --- | --- |
| **Section 18: Declaration** | |
| **I confirm that the student has received information advice and guidance regarding the break in studies** | |
| Learning and Assessment Support Officer (name) |  |
| Signature |  |
| Date |  |

### Section 19 must be completed by the Head of Faculty

|  |  |
| --- | --- |
| **Section 19: Declaration** | |
| **I confirm that I have discussed the request with the student and support this request to withdraw** | |
| Last date of attendance |  |
| Head of Faculty (name) |  |
| Signature |  |
| Date |  |

### Section 20 must be completed by the Head of Admissions for Tier 4 and International students only

|  |  |
| --- | --- |
| **Section 20: Declaration** | |
| **I confirm that the student has been given immigration advice** | |
| Head of Admissions (name) |  |
| Signature |  |
| Date |  |

### Section 21 must be completed by the Registrar

|  |  |
| --- | --- |
| **Section 21: Declaration** | |
| Registrar (name) |  |
| Signature |  |
| Date |  |

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| --- | --- | --- | --- | --- | --- |
| **Title: Change in Circumstances Form**  **Approved by: Academic Board** | | | | | |
| Version number | Date approved | Date published | Author | Location | Proposed next review date |
| 2.1 | April 2019 | April 2019 | LASO | Academic Handbook/policies and procedures/ general | January 2021 |
| 2.0 | January 2019 | January 2019 | SWC | Academic Handbook/policies and procedures/ general | January 2021 |
|  | | | | | |
| Referenced documents | None | | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement | | | | |