

## Change in Circumstances Guidance

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### INTRODUCTION

1. If you are feeling unsure or your circumstances have changed, you may be able to transfer to a different programme, or to a different university or college, or take a break in studies. Before you make that choice, you will need to research, consider the implications this may have, and follow the procedures outlined below.

### IMPLICATIONS TO CONSIDER

#### FINANCIAL

2. For fees paid to the College, please consult the [Terms and Conditions](#) and [Cancellation, Withdrawal, Refund and Compensation Policy](#) under which you accepted an offer of a place to study at the College. The Financial Controller can offer guidance and will be able to discuss the options with you. Please note that you may still be liable for fees to the College if you decide to take a break or withdraw from your studies.
3. If you are in receipt of financial support from the Student Loans Company (SLC) or the Student Awards Agency for Scotland (SAAS), a withdrawal from studies has a number of consequences on your entitlement to support.
4. Should you return to Higher Education in the future, you will be treated as a new student and will be assessed for the student support package available in the year of re-entry into education; this will include the relevant new entrant fee.
5. Furthermore, you will be assessed as already having utilised some of your student support entitlement which could affect the level of support you receive in the future.
6. We shall inform the SLC or SAAS when a withdrawal, transfer or interruption of study has been processed, but you can also contact the SLC or SAAS to inform them of your change in circumstances.
7. To speak with the SLC directly, contact them on 0300 100 0601. To speak with the SAAS directly, contact them on 0300 555 0505.
8. For more information please click [here](#) for SLC or [here](#) for SAAS.

#### TIER 4 VISA STUDENTS

9. The College is required to report to the Home Office (formerly UK Border Agency) if a Tier 4 Visa student interrupts or withdraws from their studies. The Home Office will curtail your visa and you will be required to return home. To ensure the

break in studies or withdrawal complies with the College and the Home Office regulations you are required to make an appointment with the Visa and Immigration Compliance Manager.

10. Currently, students are not eligible to transfer to another programme within an academic year. The Visa and Immigration Compliance Manager will explain this to you.

### **ACCOMMODATION**

11. If you live in student accommodation or private rented accommodation please refer to the accommodation provider's tenancy agreement and adhere to their procedures, as you may need to notify the provider immediately that you are withdrawing from the College or taking a break from your studies. You may need to move out of the accommodation, and you may be liable for the remaining rent due on your tenancy agreement. You may also need to supply the accommodation provider with a copy of the relevant Change in Circumstances Form.
12. For the purposes of Council Tax, you must inform the local authority that you are no longer a student.

### **NCH EMAIL**

13. Your College email account will be terminated once we have processed your withdrawal. You must obtain any emails and documents that may be needed before this happens.
14. Your account will remain active during a break in studies.

### **NCH ID CARD**

15. Your College ID card must be handed in to the Central Office when you withdraw from College. It will then be deactivated.

### **SENATE HOUSE LIBRARY**

16. Your card will be deactivated as soon as your withdrawal or break in studies is confirmed. You must return all books on loan from the library and pay any fines that are due.

### **STUDENT OYSTER CARD**

17. Students with a student discount Oyster card who withdraw from the College will no longer have access to the discounted rates. Transport for London (TFL) will be informed that you are no longer a student, and the card will be made invalid by TFL.

### **TRANSFERRING PROGRAMMES**

(Please see [ANNEX 1](#))

18. If you wish to transfer to another degree programme at the College, you must meet the Head of Faculty of the programme to which you wish to transfer, as early as possible, to discuss your proposed change of programme.
19. The end of week 5 in Michaelmas term in your first year is normally the latest that you can change degree programmes.

20. Transfers are considered on a case-by-case basis.
21. You should also speak to your current Head of Faculty and the Learning and Assessment Support Officer (LASO) to let them know you are considering a change.
22. If you are on a Tier 4 Visa, you must make an appointment to see the Visa and Immigration Compliance Manager to discuss the implications for your visa.
23. Once you have discussed your proposal and you still wish to transfer programmes, you must complete the Change in Circumstances: Programme Transfer Form and submit it by email to [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk).
24. Your transfer of programme, if approved, will be confirmed in writing by the Registrar.
25. If the transfer is not approved, the Registrar will write to you explaining the reasons.
26. If a transfer is approved, the Head of Faculty of your new programme will contact you and will advise you on how to 'catch up' on any missed work.

### **BREAK IN STUDIES**

(Please see [ANNEX 1](#))

27. You must make appointments with your Head of Faculty and the Learning and Assessment Support Officer (LASO) to discuss your situation.
28. If you are studying on a Tier 4 Visa, you must make an appointment to see the Visa and Immigration Compliance Manager to discuss the College's legal requirements to the Home Office.
29. You may take a break in studies for one academic year per application, up to a maximum of two years. If you apply for a break in studies that exceeds a total of two years, you may be asked to withdraw from the College and reapply for your programme. If your break in studies exceeds one year, the College will require new evidence to show that your break in studies needs to continue. This must be given to the LASO.
30. You are not normally permitted to take a break in studies for less than one academic year, but applications are considered on a case-by-case basis.
31. If you commence a break in studies during Hilary, you may be required to repeat the Michaelmas term upon your return to study.
32. In line with the [Terms and Conditions](#) and [Cancellation, Withdrawal, Refund and Compensation Policy](#), a break in studies may have a fee liability. Please arrange a meeting with the Financial Controller to discuss this.
33. Once you have discussed the matter with all concerned and you still wish to take a break in studies, you must complete the Change in Circumstances: Break in Studies Form and submit it by email to [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk).
34. Your break in studies, if approved, will be confirmed in writing by the Registrar.
35. The Registrar will state a specific date by which you will need to contact the

College to inform us of the confirmation of your return to study.

36. The Registrar may include conditions, which must be met, in order to return to your studies.
37. You will be required to meet with the LASO at regular intervals during the last three months of your break in studies to ensure that you are ready to return. The Registrar will set dates of when the LASO will contact you to discuss your return to study.
38. Depending on the nature of your break in studies, you may be required to supply supporting evidence to confirm that you are fit to return to study. For further information please refer to the [Support to Study Policy](#).
39. If you do not inform the College that you wish to return to your studies by the date specified by the Registrar, a withdrawal from the College will be assumed.

### **WITHDRAWING FROM YOUR STUDIES**

(Please see [ANNEX 1](#))

40. Leaving the College should be a decision that you have taken very seriously. If you are considering leaving us, you should follow the procedure set out in this document to ensure that you have considered all factors.
41. Arrange a meeting with the Head of Faculty of your programme.
42. Arrange a meeting with the Learning and Assessment Support Officer (LASO) for further information, advice and guidance.
43. If you are a Tier 4 Visa student, arrange a meeting with the Visa and Immigration Compliance Manager to discuss the implications for your visa.
44. Once you have discussed the issues and you still wish to withdraw, you must complete the Change in Circumstances: Withdrawal Form and submit it by email to [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk)
45. The LASO will arrange an Exit Interview with you.
46. Your withdrawal will be confirmed in writing by the Registrar.

### **TRANSFERRING TO ANOTHER UNIVERSITY**

47. If you are considering transferring to another institution you should:
  - 47.1. Contact the university or college and find out if they accept transfers and if there are spaces on the programme you want to join.
  - 47.2. Check you meet the entry criteria for the programme you want to transfer to.
  - 47.3. Obtain a transcript from the College of the marks and credits awarded for the courses you have already completed.

- 47.4. Find out whether you are able to transfer into the second or third year of a different programme or not. The institution may be able to accept the credits awarded by the College as recognised prior learning (RPL).<sup>1</sup>
48. Arrange a meeting with the Head of Faculty of your programme.
  49. Arrange a meeting with the Learning and Assessment Support Officer (LASO) for further information, advice and guidance.
  50. If you are a Tier 4 Visa student, arrange a meeting with the Visa and Immigration Compliance Manager to discuss the implications for your visa.
  51. Once you have discussed the issues and you still wish to transfer, you must complete the Change in Circumstances: Withdrawal Form and submit it by email to [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk).
  52. The LASO will arrange an Exit Interview with you.
  53. Your withdrawal will be confirmed in writing by the Registrar.
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3.0	January 2020	January 2020	LASO	Academic Handbook/policies and procedures/ general	January 2021
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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				

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<sup>1</sup> Undergraduate Recognition of Prior Learning/ Postgraduate Recognition of Prior Learning

**ANNEX 1**



