Change in Circumstances: Programme Transfer Form

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Please ensure that you read the Change in Circumstances Guidance document before completing this form.

The form is only for students who are requesting to transfer programmes within the College. If you wish to withdraw from the College or request a Break in Studies, please complete one of those forms.

If you are the recipient of a Tier 4 visa, you must speak with the Visa and Immigration Compliance Manager before submitting the form to SAS.

Once completed, please send it to [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk)

### *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 Visa and Immigration Compliance Manager for Tier 4 and International students only*

|  |  |
| --- | --- |
| **Section 6: Declaration** | |
| **I confirm that the student has been given immigration advice** | |
| Visa and Immigration Compliance Manager (name) |  |
| Signature |  |
| Date |  |

### *Section 7 must be completed by the Registrar*

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

|  |  |  |  |  |  |
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| **Title: Change in Circumstances: Programme Transfer Form**  **Approved by: Quality Team** | | | | | |
| Version number | Date approved | Date published | Author | Location | Proposed next review date |
| 2.2 | January 2020 | January 2020 | ASC | Academic Handbook/policies and procedures/ general | January 2022 |
| 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 | Change in Circumstances Guidance | | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement | | | | |