Course Transfer Request Form

# Guidance notes

Please discuss your request to transfer course with both your Course Leader and your Academic Administrator before submitting this form.

Course transfers are only permitted within the first 3 weeks of the advertised course start date.

Course transfers for 4-year degrees can be submitted within the first 10 weeks of the advertised course start date.

Any transfer requests outside the above deadlines will be declined.

**Please be aware that transfer to a new course will not automatically be approved and may be subject to references and checks on qualifications, student records of achievement and student files. Please note that where additional modules need to be undertaken to meet Award Map requirements an additional fee may be charged.**

# Section 1 – Student details

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| **To be completed by the student. Please complete all sections below in block capitals.** | |
| Full Name |  |
| Student ID Number (LON) |  |
| UoN Registration Number |  |

# Section 2 – Current course details

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| **To be completed by the student. Please complete all sections below in block capitals.** | |
| Current Course |  |
| Year of Course (i.e. 0, 1, 2, 3) |  |
| Current Modules |  |

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| **To be completed by the student. Please complete all sections below in block capitals.** | |
| Proposed New Course |  |
| Proposed Year/Stage of Entry: | 1 or 2 |

# Section 3 – New course details

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| **To be completed by the student. Please complete all sections below in block capitals.** |
| Reason for Course Transfer: |

# Section 4 – Financial implications

Student funding largely depends on individual circumstances. However, as a rule, you will receive funding for the duration of your course plus a gift year. In all cases where you are requesting a change of course after the first year (12 months of study) has been completed, you will have used one year of funding, in which case your funding will be only for the standard length of the new course.

It is your responsibility to contact the Finance team to ensure that you will have funding available for the new course and that you understand any other financial implications.

Our Finance team can be contacted at [financequeries@bil.ac.uk](mailto:financequeries@bil.ac.uk) for SLC students or for privately funded students.

# Section 5 – Information for Tier 4 students

For International (Tier 4) students, a change of course will have implications on your sponsorship if the:

* Length of the new course is more than the previous course
* Length of the new course is less than the previous course
* Level of the new course is different than the previous course

In any of the above cases, you will need to discuss your visa status and impact on your sponsorship with our Visa Compliance officer. It is most likely that these changes will need to be reported to the UKVI, your leave to remain curtailed or you would require an extension of your visa.

# Section 6 – Declaration and signature

I am applying to transfer course and understand and accept the implications of this request as discussed with the Course Leader/Academic Administrator and/or Finance Department and/or Visa Compliance Officer.

I also understand that this transfer request will not automatically be approved and may be subject to checks on qualifications, my record of achievement and my student file.

I also understand that where an additional module is undertaken, I will have to pay an appropriate fee.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Section 7 – For Office Use Only

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| **Admissions Executive’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **□** Request Approved  **□** Request Rejected  **Date \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Academic Administrator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **□** Tick if Tier 4 student (consult with Visa Compliance officer)  **□** Check course validity  **□** Oracle updated  **□** Finance informed  **□** Course Leader informed  **Date \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Visa Compliance Officer to complete this table for International (Tier 4) students**  **Visa Compliance Officer Sign Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Academic Registrar’s Final Sign Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date \_\_\_\_\_\_\_\_\_\_\_\_** |