Transfer of studies is normally only permitted prior to the start of an academic stage or level. This form should only be completed following a formal interview with the new programme leader or written submission explaining the reason for the request. Please refer to the Interruption, Withdrawal or Transfer of Studies Procedure for further information.

**Student Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Surname: Student ID:

Forename: Date of Birth:

**Programme Details**

Current Programme:

Programme Name:

Course Code: Academic Year: Choose an item.

Year of Study: *i.e. Y1* Mode of Attendance: Choose an item.

(include full session code)

New Programme:

Programme Name:

Course Code: Academic Year: Choose an item.

Year of Study: *i.e. Y1* Mode of Attendance: Choose an item.

(include full session code)

Transfer Date: *Please note that this form cannot be processed without a transfer date*

Please use the box below to list any additional credits or course elements required by the student to enable the transfer to occur. Indicate if this is required *prior to* or *after* the transfer.

I confirm the student has the pre-requisite qualifications to transfer to this programme and there is space available.

Name: Signature: Date:

**For Student Centre Use Only**

Date Record Amended: Date Student Finance informed:

Notes: