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 Details** |
| --- |
| Surname: |  |
| Forename: |  |
| Student ID: |  |
| Date of Birth: |  |
| Current Course Name |  |
| Current Course Code e.g. BB1BMA4 |  |
| Academic Year e.g. 2021/22 |  |
| Year of study e.g. Y1 Ensure full session code is listed to indicate Stage, Intake and Campus e.g. Y1, Y1ALE, Y1UX |  |
| Mode of Attendance e.g. Full Time, Part-time, FDL/Distance Learning, Apprentice |  |
| New Course Name |  |
| New Course Code e.g. BB1BMA4 |  |
| Academic Year e.g. 2021/22 |  |
| Year of study e.g. Y1 Ensure full session code is listed to indicate Stage, Intake and Campus e.g. Y1, Y1ALE, Y1UX |  |
| Mode of Attendance e.g. Full Time, Part-time, FDL/Distance Learning, Apprentice |  |
| 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. |
| --- |
|  |

| **Signature & declaration**I confirm the student has the pre-requisite qualifications to transfer to this programme and there is space available |
| --- |
| Name: (please type full name) |  |
| Signature: (type name if filling electronically) |  |
| Date: |  |

| **For Student Records use only** |
| --- |
| Date record amended: |  |
| Date Student Finance/Other Funding Body/Sponsor informed: |  |
| Notes: |  |