Before completing this form, you should read the Regulations and Associated Procedure on transferring your studies available at the following link. [Withdrawal/Suspension/Transfer Procedure](https://www.hud.ac.uk/registry/current-students/taughtstudents/interrupting-withdrawing/)

**Please ensure that all relevant boxes are completed in full. This is for in-year course transfer requests only.**

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| **Section 1 – Your Details** |
| Student No. U……………………… Date form completed…………………………. |
| First Name.. ………………………. Surname/Family Name…………………………. |
| Please indicate if you are**\***: Home EU Overseas/International |
| Please confirm that you have read the Regulations.  and Procedure on how to Interrupt your Studies\*: Yes No |

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| **Section 2 – Course Details** | | |
| Reason for change………………………………………………………………………………….  ………………………………………………………………………………………………………...  ………………………………………………………………………………………………………...  Transfer from Course Title…………………… Course code………………………………  Year of course………………..  Transfer to Course Title…………………… Course code………………………………  Year of course………………...  Student has met the conditions of the new course and the transfer has been agreed by the new course admissions tutor.  **Name of Admissions Tutor…………………….. Signed …………………..………………..**  **Date of transfer …………………………………..** | | |
| **List the modules and assessments for which APL has been agreed (if applicable).** | | |
| Module Code | Module Title | Mark |
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| **Section 3 – Finance, Loans and Benefits** | | |
| Student Loan Discussed | Entitlement Discussed | Council Tax and Accommodation discussed |
|  |  |  |
| Are you in receipt of a bursary or  scholarship fund to support your studies. Yes No | | |

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| **Section 4 – Visa and Immigration Team Advice (for international students only)** |
| **For Visa and Immigration Team use:** On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this to the UK Home Office. If the student is sponsored, consent has been gained form sponsor.  **Print Name..……………………………………… Signed ………………………………………….**  **Date………………………………………………..** |

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| **Section 5 – Student Declaration** |
| By signing this form, you are agreeing to proceed with your transferral and have been given the relevant information in order to make an informed decision.  **Signed…………………………………………… Dated………………................................** |

**Should you have any queries, please contact the Student Support Office of your School:**

Computer and Engineering : [sce.student.support@hud.ac.uk](mailto:sce.student.support@hud.ac.uk)  
Arts and Humanities : [SAH.StudentSupport@hud.ac.uk](mailto:SAH.StudentSupport@hud.ac.uk)

Applied Sciences : [sapp.student.support@hud.ac.uk](mailto:sapp.student.support@hud.ac.uk)

Business School : [busec@hud.ac.uk](mailto:busec@hud.ac.uk)

Education and Professional Development : [seduasis@hud.ac.uk](mailto:seduasis@hud.ac.uk)

Human and Health Sciences : [hhsstudentsupport@hud.ac.uk](mailto:hhsstudentsupport@hud.ac.uk)

Delete the above in yellow, please add instead, the sentence in blue

**If you have any queries, please email mycourse.enquiries@hud.ac.uk**

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| **Section 6 – To be completed by Course Admin, tick once the below have been informed.** |
| ASIS Office International  Student Attendance Monitoring  Placements Office Student Finance  Current Course Leader Admissions  Occupational Health |