**CHANGE FORM – Programme / Mode of Study / Module**

**Please use block capitals**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID Number |  |  |  |  |  |  |  |  |  |
| Student Surname |  | | | | | | | | | Student First Name |  |

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| **ARE YOU A TIER 4 VISA HOLDER? YES: NO:**  *(Please tick in the box)*  **If YES, please also read and complete the TIER 4 VISA HOLDERS section of this form (page 2)** |
|  |

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| --- | --- |
| **ALL STUDENTS: Please indicate which change(s) you are making by ticking the relevant option:** | *tick* |
| **Change of Programme:** *example, changing from Law to Business Studies* |  |
| **Change of Mode:** *example, changing from Part Time to Full Time/ 3 year course to 4 year (Thick Sandwich)* |  |
| **Change of Module:** *example, changing from MKT1113 to STX1115* |  |

**ALL STUDENTS: Please complete this section if you are requesting a Change of Mode of Study or Programme:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Programme | Year of Study (1,2,3) | Current Mode of Study (tick): | | |
| FT | PT | TKSW |
| New Programme | Year of Study (1,2,3) | New Mode of Study (tick): | | |
| FT | PT | TKSW |

**ALL STUDENTS: Please complete this section if you want to Delete or Add a module:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delete** | | **Add** | | |
| Module code | Module Title | Module code | Module Title | Year / Term |
|  |  |  |  |  |
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| Yes | No |

**ALL STUDENTS** Are you aware of any financial implications of your decision?

*If* ***NO****, please contact the Student Welfare & Advice Team for information and advice.*

**UK/EU Students:** It is essential that you notify Student Finance England of any changes to your course or attendance. [www.direct.gov.uk/studentfinanceengland](http://www.direct.gov.uk/studentfinanceengland) (England) [www.direct.gov.uk/studentfinancewales.co.uk](http://www.direct.gov.uk/studentfinancewales.co.uk) (Wales) [www.direct.gov.uk/studentfinanceni.co.uk](http://www.direct.gov.uk/studentfinanceni.co.uk) (NI)

Page 1 of 2 **Please turn over and complete page 2 of the form**

**TIER 4 VISA HOLDERS SECTION:**

|  |  |
| --- | --- |
|  | *tick* |
| **You must read** [**Changing your programme**](http://unihub.mdx.ac.uk/your-support-services/visas-international/while-you-are-studying/leaving-and-changing-your-studies) **guide**. Confirm that you understand the implications change of programme can have on your visa |  |
| **Declaration**: I will continue attending my current programme and will not start the new programme until it has been authorised and appears on MyUniHub (My Study section) |  |

**PERSONAL STATEMENT:** Please explain your reasons for changing your programme and explain how your previous and new programme together supports your genuine career aspirations.

**TIER 4 VISA HOLDERS ONLY**: Please note that in accordance with the Immigration Rules, programme changes are only permitted in exceptional circumstances if you are a Tier 4 visa holder. In order to change programme, your new and previous programmes must be related, or the two programmes combined must support your genuine career aspirations. You must also be able to complete your new programme within your current period of leave. In all other cases you will be required to leave the UK to apply for a new visa overseas in order to change programme. For immigration advice, please contact International Student Advice Team.

**All students must sign below:**

|  |  |  |
| --- | --- | --- |
| **Student Signature:** | **Student Name:** | **Date:** |
|  |  |  |

**This form must be authorised by Programme Leader/ Progression and Support Officer/ Admissions Officer:**

|  |  |  |
| --- | --- | --- |
| **Signature:** | **Print Name:** | **Date:** |
|  |  |  |

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