



Request for change of Study Programme Form

STUDENT DETAILS: (To be completed by the student)

College ID			
Surname			
First Name			
Address			
	Post Code		
Telephone			
E-mail			

Section 2: CURRENT PROGRAM

Study programme Title			
Duration			
Study programme Fee			

Section 3: TRANSFER PROGRAM

Study programme Title			
Duration			
Study programme Fee			

Office Use Only:

Accountant's Signature		Director Academics' Signature	
Date:		Date:	

Registrar's Signature	
Date:	

Terms & conditions for change of Study programme:

- A £200 fee is payable for change of programme and should be paid along with this form.
- Student will be allowed the change, if new programme has same duration as student's existing Study programme.
- All Changes will be subjected to approval from director studies.
- Change of Study programme is only allowed if student meets the entry requirement for the new programme. Students may go through an internal assessment in order for the college to assess the eligibility of the student for new programme.
- After approval from director studies it will take 5working days for the change to take place.
- Students have to fill new application form and submit it again.
- Difference in the fee of both programmes is to be paid by the student. College will not refund any fee.
- For General terms and conditions please refer to both Student admission application form and Student hand book.

Student Signature:	
Date	