**Application for Exceptional Change to Programme of Study**

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| **PERSONAL DETAILS** |
| **First name:** |  | **Surname:** |  |
| **Student ID:** |  | **Email:**  |  |
| **COURSE DETAILS** |
| **Course title:** |  | **Undergraduate / Postgraduate** *(please circle)* |
| **Level of Study:** (e.g. Level 1, 2, 3,4) |  | **Full Time / Part Time** *(please circle)* |
| **Exceptional Change to programme of study**An exceptional Change to programme of study is an exceptional decision agreed by the University to support students whose circumstances are such that they are unable to complete the programme of study they registered for when they enrolled for the academic year, and where the student has not applied for intermission prior to the University’s published deadline for intermission requests.Before submitting this application for an exceptional change to your programme of study, you must:* Speak with and secure approval from your Course Leader. Students must have the support of their Course Leader for a request to be considered.
* Seek advice from the Student Money and Accommodation Advice team (SMAA), to ensure you understand any potential funding implications of the changes to your programme of study. To make an appointment, please email studentservices@londonmet.ac.uk
* If you are a Tier 4 student, a change to your programme of study may have immigration implications. Therefore, you must seek advice from the International Student Advice Team before making your decision. Email: adviceinternational@londonmet.ac.uk

Please refer to the University’s Academic Regulations for more information about Exceptional Change to Programme of Study, found in Section 03 of the 2020/21 Academic Regulations:[student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-regulations) Please be aware that, if approved, changes to your programme of study may impact your Mode of Attendance and/or your course end date.If you have unforeseen circumstances that are acute, severe, unforeseen and outside of your control, and that occur immediately before or during an assessment period, you may find that, depending on your circumstances, the University’s Mitigating Circumstances procedure is more appropriate. Please refer to the Mitigating Circumstances guidance on the Student Zone webpages for more information: [student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/mitigating-circumstances](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/mitigating-circumstances)**If you have any queries about this process, please contact your School Office.** **Please submit your completed form to your School Office:**[student.londonmet.ac.uk/school-offices](https://student.londonmet.ac.uk/school-offices)  |
| **SECTION A: PROPOSED CHANGE TO PROGRAMME OF STUDY****Please outline the proposed change(s) to your programme of study:** |
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| **SECTION B: REASON FOR EXCEPTIONAL CHANGE TO PROGRAMME OF STUDY** **Please briefly describe your circumstances below which have impacted upon your ability to study, and which have led you to apply for this exceptional change to your programme of study:** |
| Students should continue to attend while a decision on their request for an Exceptional Change to a Programme of Study is pending.If you need further space, please attach additional pages. |
| **SECTION C: STUDENT SIGNATURE**  |
| I confirm that I have read and understood the guidance relating to my request, and that I have the support of my course leader. Signed:………………..……………..............……………………………… Date: ...... / ...... / ...... |
| **SECTION D: RELEVANT ADVICE AND GUIDANCE**Please seek advice as appropriate and ensure the relevant fields are completed prior to submitting this form. **Your course leader must sign this form before you can submit it.**  |
| **ACADEMIC ADVICE (MANDATORY)** |
| Course Leader please sign below to confirm that you are supportive of this request and the proposed changes as outlined above. Signed:…………….……........… Printed Name:……………………………. Date: ....../....../...... |
| **FINANCIAL ADVICE (RECOMMENDED)** |
| Financial Adviser please sign below to confirm that any funding implications relating to this request have been discussed.Signed:…………….……........… Printed Name:……………………………. Date: ....../....../...... |
| **INTERNATIONAL STUDENTS ONLY - IMMIGRATION / VISA ADVICE**  |
| The signature and comments below confirm that I have sought immigration and visa advice from the International Student Advice Team prior to submitting this request for an exceptional change to my programme of study in respect of immigration and visa factors which may impact upon the completion of my studies.International Student Advice Team please sign below to confirm advice has been provided:Signed:…………….……........… Printed Name:……………………………. Date: ....../....../...... |