

**COURSE TRANSFER FORM This form must be completed by the student requesting to transfer course and returned to the Student Hub**

**COURSE TRANSFERS ARE NOT PERMITTED BEYOND WEEK 2**

**SECTION A:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME** | **FORENAME** | | **STUDENT ID NUMBER** |
|  |  | |  |
| **CURRENT COURSE TITLE** | **CURRENT LEVEL** | **CURRENT ACADEMIC YEAR** | **Tier 4**  **Y/N** |
|  |  |  | **No** |

**CURRENT COURSE TITLE CURRENT LEVEL CURRENT ACADEMIC YEAR**

|  |  |  |
| --- | --- | --- |
| **For HUB Staff:**  **NEW Route Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NEW Course Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Modules entered on SITS Y / N**  **Name \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_** | **For HUB Staff: Date Recieved** | **For SR Staff: Date Recieved**  **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_** |

**SECTION C:**

|  |  |  |
| --- | --- | --- |
| **SIGNED (STUDENT)** | **PRINT NAME** | **DATE** |
|  |  |  |

1. **Confirmation of approval by Course Leader of course into which student is transferring onto and confirmation that the modules listed in Section B are correct:**
2. **Tier 4 – confirmation from Sponsor compliance**

|  |  |  |
| --- | --- | --- |
| **SIGNED APPROVAL** | **PRINT NAME** | **DATE** |
| **1** |  |  |
| **2** |  |  |

**SECTION B:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NEW COURSE TITLE** | **NEW LEVEL** | **ACADEMIC TRANSFER YEAR** | **STUDENT HUB LOCATION** | **MODE OF STUDY** |
|  |  |  |  |  |

**MODULE REGISTRATION FORM FOR NEW COURSE** Please note any modules currently registered for this period that is not listed below will be deleted

|  |  |  |  |
| --- | --- | --- | --- |
| PERIOD | MODULE CODE | MODULE TITLE | CREDIT VALUE |
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**COURSE TRANSFER FORM**