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| **TRANSFER REQUEST FORM** |
| **Prior to completing this form, you must:** |
| **FOR ALL STUDENTS:*** Review guidance on Ask Herts - <https://ask.herts.ac.uk/transferring-courses>
* Obtain permission from both your current Programme Leader and the Programme Leader of the course you wish to transfer to (both Programme Leaders will be required to sign this form).
* Ensure that you are fully aware of any changes to your **fees and funding** because of this transfer**,** please seek advice from the Student Finance team via the Ask Herts service.
 |
|  **FOR STUDENTS VISA HOLDERS ONLY:*** You MUST complete ALL additional sections and questions in **RED.**
* If you are requesting to move to a course in a new school of study, please note this **unlikely** to be approved and you may be liable for additional fees. We would recommend discussing this with the International Office before submitting this form.
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| **Sections 1, 2 & 3** | To be completed by the **STUDENT** ***(section 3 for Student Visa holders only)*** |
| **Section 4** | **To be completed by the INTERNATIONAL OFFICE for student visa holders requesting to move to a course in a new school.** |
| **Section 5** | To be completed by the **CURRENT and NEW** **Programme Leaders** |
| **Section 6** | To be completed by the **NEW Student Administration team** |
| **SECTION 1: STUDENT DETAILS** *(to be completed by the student)* |
| ID Number: |
| First Name:  | Surname:  |
| Email Address:  | Phone Number: |
| Do you intend to complete the current year? | YES [ ]  | NO [ ]  |
| ***If no*** *-* please complete a ***‘Request for a temporary break in study’*** form and seek advice from your Programme Tutor and Student Finance regarding the implications of taking a temporary break in your studies. |
| **SECTION 2: COURSE TRANSFER DETAILS** *(to be completed by the student)* |
| **Details of the course you want to move FROM (as displayed on your student record):** |
| Course Name:  | Course Instance:  |
| Last date of attendance: |  |
| **Details of the course you want to move TO:** |
| Course Name: | Course Instance:  |
| Have you reviewed the Course Fact Sheet and the Programme Specification for the new course? | YES [ ]  | NO [ ]  |
| Have you received comprehensive advice and guidance regarding your change of course from an academic member of staff? | YES [ ]  | NO [ ]  |
| **STUDENT VISA HOLDERS:** Please tick to confirm that you have read the following information on Ask Herts, and are fully aware that transferring course may impact on any future UK visa applications: <https://ask.herts.ac.uk/transferring-courses> and <https://ask.herts.ac.uk/post-study-work-visa>  |[ ]
| **Student Declaration:** I confirm that I have taken the necessary advice from my Programme Leader, Student Finance and the Student Immigration Team (for Student visa holders) and wish to proceed with the change in course. |
| **Student Signature:**  | **Date signed:**  |
| **SECTION 3: STUDENT VISA HOLDERS ONLY** *(to be completed by the student)* |
| Enter the expiry date of your student visa (date/month/year)  | Enter date here |
| **Justification Statement***Home Office Immigration Rules only permit a course transfer under certain circumstances. This statement will form part of your student record and will be made available to the Home Office on request. You must answer all 3 questions otherwise your request will be returned to you unapproved.** 1. **1. Why do you want to transfer?**

**2. Is the new course related to the previous course? If so, how?****3. Does your previous course and the new course in combination support your genuine career aspirations? If so, how?**  |
| **STUDENT VISA HOLDERS:** Is the new course in a different school of study to your current course?**If you’ve answered YES, you MUST now send this form to the International Office for them to review before proceeding -** **international@herts.ac.uk** | YES [ ]  | NO [ ]  |

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| **SECTION 4: INTERNATIONAL OFFICE APPROVAL** *(to be completed by International Office)*  |
| This student’s request to move to a course in a NEW school of study has been approved by the International Office. | YES [ ]  | NO [ ]  |
| **Name:**  | **Signature:** | **Date signed:** | **Comments:**  |
| **\*NOTE FOR INTERNATIONAL OFFICE\*** When returning this form to the student via email you **MUST** copy in the relevant admin Hub for the course the student is transferring to. Please refer to the end of the document for the relevant email address.  |

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| **SECTION 5a: ACADEMIC APPROVAL** *(to be completed by CURRENT programme leader)* |
| I confirm that the student has discussed their request to transfer with me and this has been approved.  | YES [ ]  | NO [ ]  |
| **Name:**  | **Signature:** | **Date signed:** | **Comments:**  |
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| **SECTION 5b: ACADEMIC APPROVAL** *(to be completed by NEW programme leader)* |
| **For Student Visa holders ONLY:** **Current programme leader to review the Justification Statement in Section 3 above and tick boxes below:** |
| I confirm that the new course is connected to the previous course (e.g., part of the same subject group or involves deeper specialisation). | YES [ ]  | NO [ ]  |
| I confirm that the previous course and the new course in combination support this student’s genuine career aspirations. | YES [ ]  | NO [ ]  |
| **If either of the above are answered ‘NO’ this transfer should not be approved.**  |  |  |
| **For ALL students:** |
| I give permission for the student to transfer to a new course of study | YES [ ]  | NO [ ]  |
| Will any of the credits the student has already achieved count towards the new programme? | YES [ ]  | NO [ ]  |
| ***If yes****, complete an ‘APCL Recording Form B for Tutor and Board’ to record this credit and attach to this form.* |  |  |
| **Name:** | **Signature:** | **Date signed:** | **Date transfer effective:** |
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| **SECTION 6: CHECKLIST FOR NEW STUDENT ADMINISTRATION TEAM***(to be completed by the new student administration team)* |
| For ALL students:  | **YES** | **NO** |
| Is a DBS check required?If yes, enter below the date the DBS was actioned (date/month/year) |[ ] [ ]
| Does the student intend to finish the current year (see section 1)?If no, ensure student has completed a ‘request for a temporary break in study’ form and dormant status has been applied. |[ ] [ ]
| Is the student bringing forward any credit from the previous course to the new course (see Section 5b)?If yes, please ensure that the Academic has completed and attached the ‘APCL Recording Form B for Tutor and Board’ form.  |[ ] [ ]
| **Additional checklist for Student Visa holders only:** Please refer to appendix A of the “Overview – Transfers” how to guide for guidance on how to complete this checklist and only sign below to approve the transfer once you are satisfied the checklist conditions are met. If you have any questions, please contactSITCompliance@herts.ac.uk. |
|  | **YES** | **NO** |
| 6a. Is the new programme the same or a higher RQF level? |[ ]  [ ]  |
| 6b. What is the new course end date – please enter the date (date/month/year) |  |
| 6c. Can the student complete their new course within the period of their current student visa? | [ ]  | [ ]  |
| 6d. Is an ATAS certificate needed for the new course? | [ ]  | [ ]  |
| 6e. Has the student completed the Justification Statement in Section 3? | [ ]  | [ ]  |
| 6f. Has the new Programme Leader completed Sections 5a&b and signed to approve the transfer? | [ ]  | [ ]  |
| 6g. If this form includes International Office approval for a transfer to another School of study have you seen a copy of the email from IO where this approval was given?  | [ ]  | [ ]  |
| **New Student Records Officer name:** | **Signature:** | **Date signed:** | **Date transfer effective:** |
| **If immigration checks 6a,6b, 6c or 6d fail, do not sign for transfer approval, instead please send the form to** **SITCompliance@herts.ac.uk**  |

**Please ensure that you email copies of all relevant forms to the previous Administration Hub, as required, using the email addresses below.**

**\*INTERNATIONAL OFFICE\* - please copy in the email address below for the relevant Administration Hub for the course the student is transferring to (for approved requests AND rejected requests)**

Business School and Schools of Law and Education DHAdmin@herts.ac.uk.

Schools of Creative Arts and Engineering, Physics & Computer Science – HHAdmin@herts.ac.uk

School of Health, Medicine and Life Sciences – ICAdmin@herts.ac.uk

CPU (UK & Overseas franchises) - cpuadmin@herts.ac.uk

Online – online-degrees@herts.ac.uk