

# Change of Programme, Location and Mode Request Form

Please read the guidance below before completing this form. By submitting this form, you confirm that you have read the below and contacted departments as necessary.

## Financial Implications:

- There may be different tuition fees for the course/mode/location you wish to transfer to, which you should consider carefully.
- There may also be changes to instalment plans and payment dates.
- Please contact the Student Support Team on 03300 603100 or submit a query on The Hub for further information on fee implications.

## Visa Implications:

- If you are studying on a student visa, certain programme changes are not permitted.
- If you are studying on any other form of visa (i.e. non-Student visa), please note that you will need to be able to provide evidence that your visa covers the length of your new programme of study, to the expected end date of the new programme.
- Please submit a query via The Hub if you have questions about the visa implications of a change of programme.

## Part 1

**To be completed by student - Please ensure that you have completed all fields. Please use block capitals.**

### Please fill in the following information:

Forename		I wish to make a change in (Please tick a box):	
Surname		Programme	
SRN		Mode	
Current Programme/Mode/Location		Location	

Tutor Group Number		Funding Body or Sponsor (Please tick a box):	
		Self-Funding	
Mobile Number		Future Finance	
		Student Loans Company	
BPP Email Address		Sponsored (please specify)	
		_____	

Please note that if you are receiving funding from Student Loans Company, a change of programme may impact your current and/or future funding for both your maintenance and tuition fee loans (Undergraduate) or Postgraduate Loan. If you wish to check how you may be affected, please email [slcqueries@bpp.com](mailto:slcqueries@bpp.com).

Please provide below your new requested programme/mode/location:

Please provide a personal statement of the reasons for this application

Are you studying on a UK visa?		Type of Request	
Yes (please state type of visa)		Change of Programme	
No		Change of Location	
If yes, is your Visa sponsored by BPP?		Change of Mode	

I can confirm that the information I have disclosed above is true and I have referred to the [University Policies and Procedures](#) prior to submitting this form.

Signed: \_\_\_\_\_

Date:

**Internal Staff Use Only:**

**Part 2**

**To be completed by existing and new Award Leads:**

Current Award Lead	Change request accepted		New Award Lead	Change request accepted	
	Change request declined			Change of request declined	

Start Date/ Cohort

If request has been granted, please complete the following:	
New programme and location	
New cohort (MM-YY)	
New mode	

List modules to add or remove:



Type of programme change	
Master's to Diploma	
Has diploma teaching already finished? (Y/N)	
If Yes, what date did diploma teaching finish?	
Diploma to Master's	
Has master's teaching already commenced? (Y/N)	
If Yes, what date did master's teaching commence?	
Other type of permissible programme	
Has the pathway-specific teaching already commenced? (Y/N)	
If Yes, what date did the pathway-specific teaching commence?	
Other (please specify)	

Programme Advisor	
Name	
Signed	
Role	
Date	
Programme Advisor	
Name	
Signed	
Role	
Date	

**Programme Advice:** please send the completed form to the Student Records Office.

Please note that forms submitted with incomplete fields will not be accepted.