# Image result for solent university logo Solent University INTERNAL APPLICATION TO TRANSFER COURSE

**ON COMPLETION THIS FORM SHOULD BE HANDED TO THE STUDENT HUB - STUDENT.HUB@SOLENT.AC.UK**

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| **SECTION ONE** To be completed by the student. STUDENT NO:  SURNAME:       FIRST NAME:        DATE OF BIRTH:  NAME OF STUDENT FUNDING BODY:  Student Support number or ART ID:  Student’s Signature: Date DD/MM/YYYY:  **You are advised to contact your loan provider (e.g.SFE) at the earliest opportunity as this transfer may affect your grant or loan** |

**TO BE ELIGIBLE TO TRANSFER COURSE IN THE NEXT ACADEMIC YEAR YOU MUST BE A CURRENT STUDENT, YOU MUST HAVE GOOD ATTENDANCE ON YOUR CURRENT COURSE AND NO OUTSTANDING COURSE RELATED DEBT.**

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| **SECTION TWO To be completed by the student and signed by the Course or Level Leader**  **QUALIFICATION & NAME OF ORIGINAL COURSE:**  **Course Code:** **Year:**  **Full Time:**  **Part Time:**  **Start Date of Original Course MM/YY**  **Signature of Course Leader/Tutor:** **Date** DD/MM/YYYY**:** |

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| **SECTION THREE To be completed by the student and signed by the Course or Level Leader**  **QUALIFICATION & NAME OF NEW COURSE:**  **Course Code:** **Year:**  **First Date of Attendance on New Course MM/YY:**  **UCAS Code No:** **Full Time:  Part Time:**  **Does this transfer have your academic approval?**  **Conditions of Transfer:** **(APC/EL on reverse)  AND subject to there being NO outstanding course related debt and good attendance on current course**  **Signature of Course or Level Leader:**  **Date** DD/MM/YYYY**:** |

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PERSONAL STATEMENT

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| Please explain your reasons for requesting a course transfer to include any mitigating circumstances and supporting independent documentary evidence: |

Have you officially suspended from your present course:  
  
YES:  NO:

**PLEASE NOTE:** Your current status and attendance record will be taken into account when considering your application. The outcome of your application to transfer course will be notified to you in writing.

**ACCEPTANCE IS NOT AUTOMATIC**

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**SECTION FOUR. Transferring between courses with accumulated credit**

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| --- | --- | --- | --- |
| **Unit code** | **Unit Name** | **CATS** | **Decision (***Transfer or RPL)* |
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Where it is indicated above that the student wishes to transfer with accumulated credit, does/do the unit(s) fall within the ‘transfer of credit’ arrangements or is APCL required? YES:  NO:

Transfer of credit and marks can only occur where the unit(s) studied on the original course is/are the same as the unit(s) on the new course. If not then the student must be advised to apply for APC/EL, they are required to produce an APC/EL portfolio with evidence of APC/EL.

\* Conditions of transfer (if applicable)      

**Authorisation:** **Date** DD/MM/YYYY**:**

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| ACTIONED | DATE | INITIALS | REMARKS |
| QPLIVE UPDATED (INCLUDING ANY TRAILING UNITS) |  |  |  |
| STUDENT FUNDING BODY |  |  |  |
| FEES CHECKED/ AMENDED |  |  |  |
| HESA UPDATED |  |  |  |
| APCL/APEL |  |  |  |
| UNIVERSITY TIMETABLING OFFICE NOTIFIED |  |  |  |
| INTERNATIONAL SUPPORT OFFICER NOTIFIED FOR OVERSEAS STUDENTS [NON EU/EEA] migrant T4 Reporting/Mail-In Database |  |  |  |