




**I confirm that I wish to change course/attendance as shown above**

Signed:

Date:

**Section 2 APPROVAL OF REQUEST**

**APPROVAL BY CURRENT SUBJECT/COURSE LEADER:**

*I confirm that the change has been discussed and that I support the transfer request.*

Signed:

Print Name:

Date:

**APPROVAL BY PROPOSED SUBJECT/COURSE LEADER:**

*I support the above transfer request and confirm that the request complies with Admissions requirements. The student is aware of any conditions that need to be completed prior or subsequent to transferring course, as detailed below.*

Signed:

Print Name:

Date:

This transfer is subject to the following conditions being met:

*New Personal Tutor - If a new personal tutor is not assigned **by the new subject/course leader**, then the new subject/course leader will be assigned as the personal tutor. For joint honours students, this will be the course leader of the first listed course unless stated otherwise:*

**APPROVAL BY REGISTRAR**

This transfer is            APPROVED                                    NOT APPROVED

Signed:

Date:

Comments: