

PROGRAMME/STREAM TRANSFER REQUEST

Student Name		Student ID		Faculty	
Current Programme	Stream	Term		Part-time / Full-time	
New Programme	Stream	Term		Part-time / Full-time	

Following a discussion with my Personal Tutor, I request a change to the programme and/or stream set out above. I understand that some credit may not be transferable between programmes / streams and that this may mean I have to pay additional fees.

Student Signature

Date

APPROVAL OF WITHDRAWAL FROM PREVIOUS PROGRAMME

_____ Personal Tutor	_____ Date	Comments
_____ Head of Programme	_____ Date	

3. APPROVAL OF ENROLMENT IN NEW PROGRAMME

_____ Personal Tutor	_____ Date	Comments
_____ Head of Programme	_____ Date	

FOR OFFICE USE ONLY

DROP (refer to timetable)		
COURSE	CODE	SECTION

ADD		
COURSE	CODE	SECTION

Student Recorded Updated by

Signature

Date

HoAS Notified Finance Notified IT Notified Programme Coordinator Notified