

## CHANGE OF PROGRAMME FORM

- Students are advised to contact Enrolments and Records or Fees for guidance on how this change might affect their visa or student finance, before requesting any change.
- All changes of programme must be authorised by the Head of Department/Departmental Senior Tutor responsible for both the CURRENT and the NEW programme of study.
- Tuition fee liability and refunds are calculated in accordance with the College's General Regulations (<http://www.gold.ac.uk/regulations/>).
- Forms must be returned promptly to Enrolments and Records, Room 117, Richard Hoggart Building, within 2 weeks of the change being effective.

STUDENT REF	SURNAME	FORENAMES	DATE OF BIRTH

CURRENT PROGRAMME OF STUDY	STAGE	MODE
		Part- / Full-time

NEW PROGRAMME OF STUDY	STAGE	MODE
		Part- / Full-time

**COURSE UNITS STUDIED** - Please list the courses you will be studying in the current session following this change. Part-time students cannot exceed for courses in excess of 90 credits.


DATE CHANGE EFFECTIVE (DD/MMM/YYYY)

**STUDENT DECLARATION** – I have read and understood the General Regulations (<http://www.gold.ac.uk/regulations/>). I confirm that all details on this form are correct, and understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (1998), and for the purposes outlined in the College's Data Collection Notice (<http://www.gold.ac.uk/data-protection/>)

SIGNATURE	DATE

### AUTHORISATION OF CURRENT HEAD OF DEPARTMENT/SENIOR TUTOR

NAME		SIGNATURE		DATE	
NAME		SIGNATURE		DATE	

### AUTHORISATION OF NEW HEAD OF DEPARTMENT/SENIOR TUTOR

NAME		SIGNATURE		DATE	
NAME		SIGNATURE		DATE	

Student Services:	Received	Processed	Assessments / Fees	Student