

CHANGE OF PROGRAMME FORM

- Students are advised to contact the Finance department for guidance on how this change might affect their student finance or refer to the Transfer Procedures. (<https://mrcollege.ac.uk/mrc-policies/>)
- 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 Mont Rose College's Fee Policy (<https://mrcollege.ac.uk/mrc-policies/>).
- Forms must be returned promptly to Student Services Department via imran@mrcollege.ac.uk within 2 weeks of the change being effective.

STUDENT REG	SURNAME	FORENAMES	DATE OF BIRTH
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CURRENT PROGRAMME OF STUDY	STAGE	MODE Full-time <input type="checkbox"/>
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NEW PROGRAMME OF STUDY	STAGE	Mode Full-time <input type="checkbox"/>
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COURSE UNITS STUDIED - Please list the courses you will be studying in the current session following this change.	
DATE CHANGE EFFECTIVE (DD/MM/YYYY)	

<p>STUDENT DECLARATION – I have read and understood the General Regulations & Policies (https://mrcollege.ac.uk/mrc-policies/). 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 (2018), and for the purposes outlined in the Mont Rose College's Data Collection Notice (https://mrcollege.ac.uk/mrc-policies-gdpr/)</p>	
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 only	Received:	Processed:	Assessments / Fees:	Student:
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