



Change in Circumstances: Mode of Attendance Form

Please ensure that you read the Change in Circumstances Guidance document before completing this form.

The form is only for postgraduate students who are requesting to change from part-time to full-time, or from full-time to part-time. If you wish to transfer programmes, withdraw from the College or request a Break in Studies, please complete one of those forms.

Student Visa students must communicate with the [Visa Team](#) before submitting this form.

Submit this form, fully completed, to Registry via registry@nchlondon.ac.uk.

Section 1: Student Information (completed by the student)			
Student ID Number			
First and Middle Names		Surname	
University Email Address			

Section 2: Programme Information (completed by the student)			
Programme			
Current Mode of Study	Full-time	Part-time	
New Mode of Study	Full-time	Part-time	
Current Programme Start Date		Level of Study	
Reason for Change (please provide full details)			

Section 3: Student Declaration (completed by the student)	
Student Signature	
Date	

Section 4: Director of Graduate Studies Declaration (completed by the Director of Graduate Studies)	
Please comment on the suitability for transfer to the new mode of study and how you have come to this conclusion:	
Director of Graduate Studies (name)	
Signature	
Date	

Section 5: Visa and Immigration Compliance Declaration (completed by Head of Visa Compliance for Student Visa students and international students only)	
I confirm that the student has been given immigration advice	
Head of Visa Compliance (name)	
Signature	
Date	

Section 6: Registry Declaration (completed by the Head of Registry)	
Head of Registry (name)	
Signature	
Date	

Version History

Title: Change in Circumstances: Mode of Attendance Form				
Approved by: The Quality Team				
Location: Academic Handbook/ Policies and Procedures/ General				
Version Number	Date Approved	Date Published	Owner	Proposed Next Review Date
2.0	July 2022	July 2022	Head of Registry	March 2024
1.0	January 2020	January 2020	ASC	January 2022
Referenced documents	Change in Circumstances Guidance			
External Reference Point(s)	UK Quality Code Theme: Enabling Student Achievement			