

“ I want to change course ”

How to...

Transfer

1.

The initial transfer window is up until the end of the third week following registration. If you wish to transfer after this, transfer requests will only be accepted after completing a semester

2.

Make an appointment to see your current Academic Coordinator (AC)/ Course Leader (CL) to discuss your thoughts or issues. It is also a good idea to have contact with the AC/CL of the programme you wish to transfer to so that you check a place is available. You should also contact Student Advice on how your Student Finance might be affected by transferring. Their email is studentadvice@bishop.ac.uk

3.

Fill out an “Application to transfer between programmes” form found on the Governance section of the BGU website. This should be handed in to the Quality Assurance and Student Administration Office OR you can email it to qasd@bishopgg.ac.uk

4.

You will be notified of the decision made on the transfer request by the Student Administration team. If successful, you should notify the Student Loans Company so they are aware of the change to your studies.