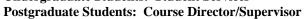**REQUEST TO CHANGE MODE OF STUDY BETWEEN FULL-TIME AND PART-TIME**
Only to be used following discussion with:
Undergraduate Students: Student Services
Postgraduate Students: Course Director/Supervisor

Section A – to be completed by student

Name:	Student ID Number: 500_ _ _ _ _ _

Change of Mode of Study from : **Full-time to Part-time** / **Part-time to Full-time** (delete as appropriate)

Degree Programme and Subject:

Current Registration Period: From_____   To _____

Reason for change of mode request:

Date from which change of mode is to commence: _____

Is the change for the remainder of the course? YES/NO, if NO, please provide additional information below:

Retrospective requests will only be considered in exceptional circumstances. If the change is to be retrospective, please provide the reason(s) below, further details may be sought at a later date:

I confirm that I have discussed the implications of changing mode of study with Student Services/Course Director/Supervisor and am aware of the financial implications.

Signature: Date:

Section B – to be completed by academic school

I have discussed the proposed change of mode with the student. I am satisfied that there are good reasons for approving the change.

Signature (Tutor/Supervisor):	Date:

Notes for student:
1) It is the student's responsibility to ensure that he/she is aware of any financial/tuition fee (sponsor, student finance, council tax etc.) implications of this change of mode of study
2) This form is not to be used by students repeating part-time to redeem failure
3) For MPhil and PhD/Professional Doctorate students commencing from 12/13 academic year onwards, the registration/fee paying period will be adjusted on the basis of 2 years full-time 4 years part-time and 3 years full-time 6 years part-time respectively

Section C – for Student Services/Academic Registry use only

Date Received (Stamp):	**Application approved:**	**Record updated:**
	Signature: Date:	Signature: Date:

CHECKLIST	✔
New Graduation/End Date (SGASTDN)	
New Submission Date – PG only (SHAQPNO)	
Residence Code (SFAREGS)	
Residence Code (SFAREGS)	
Mode of Study (SKAHINS)	