This form should be used if you want to transfer to another University Studies Course at West Suffolk College. Before formally transferring from your current course, we would advise that you talk to your Personal Support Tutor or Course Leader, who can offer academic advice and guidance regarding your decision.

Transfers are not guaranteed and will be considered on an individual basis. You may be contacted by the new Course Leader before they accept you onto the programme.  
  
For further information and advice about your specific circumstances, please contact the University Studies office at [universitystudies@wsc.ac.uk](mailto:universitystudies@wsc.ac.uk) .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Transfer Request (to be completed by student) | | | | | | |
| Student Name |  | | **Student ID** |  | | |
| Signed |  | | **Date** |  | | |
| Current course |  | | | | | |
| New course to transfer to | |  | | | | |
|  | | | | | Yes | No |
| If it is not possible for you to transfer immediately, do you intend to remain in study on your current academic course until the end of this academic year? | | | | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Supporting Questions | | | | | | | |
| Please specify your reason for requesting a transfer | |  | Wrong course choice | | | | |
|  | Employment commitments | | | | |
|  | Financial | | | | |
|  | Health | | | | |
|  | Wrong location choice | | | | |
|  | Wrong mode of attendance choice | | | | |
|  | Other | | | | |
|  | Personal | | | | |
| Please add further details supporting this request to transfer | |  | | | | | |
|  | | | | | | Yes | No |
| Have you discussed your decision to transfer with any of the college support team? | | | | | |  |  |
| I confirm that I have read and agreed to the terms of the Tuition Fee Policy in relation to my request to transfer from one course to another. | | | | | |  |  |
| Signed |  | | | Date |  | | |

Where to submit your transfer request

Once completed submit this form to the Student Enquiries Desk or

Email: universitystudies@wsc.ac.uk

Post: University Studies,

West Suffolk College

Western Way

Bury St Edmunds

IP33 3SP