

## Application to transfer to a different programme at GSA

Please note this process is not approved until all documentation is received and confirmed by Registry.

### Section 1 – to be completed by Student

Name:..... Matriculation number:.....

Current programme:.....Year of study/stage:.....

Current funding method(e.g. Self, SAAS, SLC, Scholarship, Fee Waiver): .....

*Please note that if current funding is, for example, via a scholarship, then transferring to a different programme may affect your funding.*

Intended new programme:.....Year of study/stage:.....

Proposed funding method:.....Start date of transfer course:.....

Please state your reasons for requesting this transfer:

.....  
.....  
.....

Student's signature:..... Date: .....

### Section 2: to be completed by the student's current Programme Leader

- I have discussed with the student their reasons for requesting this transfer
- I have discussed the transfer with the Programme Leader of the intended new programme
- Has the student completed coursework to date on the current programme? Yes  No
- I have informed my Head of School about the student's intended transfer
- I approve the student's request to transfer
- I do not approve the transfer (please state why) .....

Signature: ..... Date: .....

### Section 3: to be completed by the new Programme Leader

- I have discussed the transfer with the Programme Leader of the student's current programme
- The transfer is early enough for the student to achieve the required credits on the new programme
- The student is suitably qualified to enter the new programme
- The funding method is appropriate
- I approve the student's request to transfer
- I do not approve the transfer (please state why) .....

Signature: ..... Date: .....

### Section 4: to be completed by Head of School responsible for the new programme

Signature of Head of School: .....Date: .....

Please return completed form to: **Registry, GSA, 167 Renfrew Street, Glasgow G3 6RQ**

For Registry Use only:

Copy to:

- Finance
- UKBA Officer (where applicable)
- Forum for Critical Inquiry
- Student Welfare