**Student Record: Notification of Interruption/Termination**

## For internal transfers please use P62

**STUDENT ID**

Student’s Surname *(in full)* Present Programme Code Programme Title

Faculty

# Student Support Number

First Name

FT/PT/DL Year

Location

**NOTIFICATION OF** *Tick appropriate box (one only) and insert details for* ***1***

1. Transfer to another HEI *Name of HEI*
2. Termination
3. Interruption
4. Change of study location (e.g. movements between Franchise Colleges) from to

For categories 1-4 above, please state reason for change *(tick boxes)*

academic failure personal career change medical financial course not suitable employment

**EFFECTIVE DATE** i.e. the last date of attendance on current programme / /

**Authorised by**

Releasing Head of Study Programme Leader Faculty Admin

Date / /

**Student Signature** I confirm that the effective date is correct

**OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| **QL INFORMATION** | **DATE** | **BY** |
| QLS Stage Code Changed |  |  |
| Received in Registry |  |  |
| LA Informed and QLS noted |  |  |
| Tuition Fees Charged |  |  |
| Account Noted. Revised Invoice Sent |  |  |
| NOTES | | |
| **SLC INFORMATION** | **PAID DATE** | **STOPPED DATE** |
| HEBSS Bursary 1st Instalment |  |  |
| HEBSS Bursary 2nd Instalment |  |  |
| HEBSS Scholarship 1st Instalment |  |  |
| HEBSS Scholarship 2nd Instalment |  |  |
| NOTES | | |

## *Top (Green) Copy: Academic Registry Yellow Copy: Faculty Pink Copy: Faculty Blue Copy: Student* P63 (Rev 01/11)