

Application for Change of Registration from Part-Time to Full-Time or Full-Time to Part-Time

Before completing this application form please read the following notes:

- 1) Changes to registration status take effect from the beginning of the next month. You must apply to change your registration status in advance.
- 2) International students in the UK on a Tier 4 visa are not permitted to study part time. Contact International Student Support for further information.
- 3) Please be aware that changing your registration status will change your rate of tuition fees. Contact studentaccounts@sussex.ac.uk before proceeding.
- 4) If you are in receipt of a student loan from Student Finance England, please contact SFE before proceeding as a change of registration status will affect your loan entitlement.
- 5) If you are in receipt of a Federal Direct Loan, this request may have an impact on your funds. Please seek advice from the Financial Aid Office before proceeding (usfinancialaid@sussex.ac.uk).

SECTION A – To be completed by the student

Name	:	Reg. No.	:
Degree Programme	:	School	:
Correspondence Address	:		

I have read and understood the notes above and I wish to transfer my degree registration status:

From (<i>current status</i>)	:	To (<i>new status</i>)	:
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Please check one box: (please note if a box is not checked, this request cannot be approved)	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a Federal Direct Loan during my PhD/MPhil <input type="checkbox"/> I am not in receipt of, and have not been in receipt of a Federal Direct Loan during my PhD/MPhil
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Change effective from	:
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Signed	:		Date	:	
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(Student)

SECTION B – To be completed by the main supervisor

I have read the notes overleaf and recommend that the student transfer their registration status as indicated overleaf:

Signed	:		Date	:	
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(Main Supervisor)

SECTION C – To be completed by the Director of Doctoral Studies

I approve the transfer of status as recommended above:

Signed	:		Date	:	
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(Director of Doctoral Studies or MAH Doctoral convenor)

Once completed, please return to the Student Records Team