

Transferring to a new course 2011

This guide is mainly for undergraduate students. If you are considering a transfer to another course, it is important to consider the implications.

I am thinking of transferring to a new course. What are the first steps?

It can help to talk this over confidentially with your personal tutor, an adviser in the Advice and Guidance Team, or to discuss it with the Careers Service. There can be funding implications which you need to consider to help you decide. It is also important to speak to the Admissions Tutor of the programme you are interested in, to see whether a transfer is feasible, whether there are spaces on the course and if you have the right qualifications for entry. If the course is similar it can sometimes be possible to transfer without going back to year one of the new course. If you are transferring directly to a new course and you have permission to do so you can change your academic details using SIMS online: <https://sims.cf.ac.uk/>. Some departments however, prefer you to re-apply via UCAS. You also need to let your student funding body know of the change.

Can I transfer to a new course when I have already started the academic year?

This will depend on how far through the academic year you are, and whether your chosen course still has places available. Please be aware of the time limits on transfers: <http://www.cardiff.ac.uk/regis/sfs/records/protra/>

Can I transfer to a new course starting in September?

If places are not available in-year, or it is too far through the academic year, you may have to start your new course in September of the next academic year. If you are leaving your current course now, your transfer can be put through on Sims online: <https://sims.cf.ac.uk/>. If you are finishing the year then ask your School whether you should transfer now or later in the year.

What are the implications for my student funding for tuition fees and living costs?

There is some flexibility in the student funding system for students transferring. Each student has funding for the length of their course, plus one additional year. This affects your tuition fee loan and/or grant, and maintenance grant, but not your maintenance loan or additional grants such as childcare/adult dependent's grant, parent's learning allowance or disabled student's allowance. One day study during the academic year counts as a full year of study, for the purposes of this rule.

If you transfer in-year (ie you don't take any extra years of study) then there won't be any effects—you just need to let your student funding body know. However if you are in the first year and you transfer back to year 1, for example, this involves an additional year of study. For this additional year you would use your 'plus one' year, so you could access your student funding as normal. If you transfer again, or you have done more than one year before transferring, then you are likely to be short of a year of full funding. This means that you could only access your maintenance loan and supplementary grants (eg Childcare Grant, Disabled Students' Allowance) for this year, and not your maintenance grant, or tuition fee loan or grant. This would mean you would have to self-fund your tuition fees.

There are some exceptions eg if you left your last course for compelling personal reasons. Please speak to an adviser for advice on your funding eligibility and to discuss your individual circumstances.

I'm leaving my current course part-way through the year, before starting my new course in September. Does this affect my funding?

Leaving your current course part-way through the academic year will have an impact on your funding for living costs—your maintenance loan and grant. You are entitled to living costs funding whilst you are in attendance. So if you leave mid-way through a semester you may have an overpayment of funding and have to pay some of this back. Student Finance ask for payment of this immediately, rather than waiting until the end of your course. If you cannot afford to pay all the overpayment immediately, you could ask to pay in instalments, or for the overpayment to be taken from future loan or grant payments. You could also ask your student finance body to consider allowing you to keep the funding if repaying would cause undue hardship. This would depend on individual circumstances.

Cardiff University will charge you tuition fees for the weeks you are in attendance, not for the full year. Your Tuition Fee Loan (and Grant, if applicable) will be adjusted accordingly. Please note that if you leave your current course before the 1st December, your fee loan and grant will not be 'activated' and so you will need to make arrangements to pay your tuition fees yourself.

I started my course between 2006 and 2009 and I am eligible for the Welsh Tuition Fee Grant, can I keep this if I transfer?

If you transfer within Cardiff University or to another institution in Wales, you will be able to keep your Tuition Fee Grant, as long as your receiving course or institution accepts you as a transfer. They have to send notification of your transfer to your student funding body. However please note the rules on the total number of years of tuition fee funding above—if your transfer leaves you short of enough years of full funding to complete your new course, this affects the Welsh Tuition Fee Grant as well as the Tuition Fee Loan. You also must make sure you do not withdraw and start again, as you would be treated as a new student and so lose your Welsh Fee Grant, as this is not available to new starters.

I am a current student and wish to transfer to a new course starting in 2012. Will I be subject to the new higher tuition fees?

Our understanding is that if you transfer to a new course starting after 1 September 2012, you would remain under your current funding arrangements and not come under the new fee regime. However, you must make sure that your new course/institution accepts you as a transfer and notifies this to your student funding body. If you withdraw you will be treated as a new student for your new course, and so come under the new funding regime.

Useful Contacts

Student Support Centres: Cathays 02920 874844 / Heath 02920 742070

Careers: careers@cf.ac.uk, 029 2087 4828

Registry: 029 2087 6211

Student Finance Wales: www.studentfinancewales.co.uk

Student Finance England: www.direct.gov.uk/studentfinance