**FORM M37**

**FULL TIME / PART TIME CHANGE**

**For Full Time (FT) and Part time (PT) students**

**Student Number** (enter all 8 digits)



**Surname** …………………………………………………………… **Forenames** ……………………………………...

**Mode Must be FT or PT**

(Notes: Students can **only** change mode **for a whole Academic year**)



Change FromChange To

Change from JAN/SEP 202… TO Aug/Dec 202…

New Expected Completion Date………………………………………………………………………………………………………………………………

Any change of programme consequent upon this change of mode must be completed online via Student Information Portal. Please, seek advice from Student Support Coordinators and/or Academic Advisors.

*If you receive funding from the Student Loans Company, a change to your mode of study can affect the tuition fees you pay or the amount of loans funding you receive.  If you are part time you may not be eligible for an Oxford Brookes bursary.  Please contact*[*slcfunding@brookes.ac.uk*](mailto:slcfunding@brookes.ac.uk)*for further information*

I understand the financial implications of the above change

**Signed:**…………………………………………………………… …. **Date:**………………………………………………................

**\*INTERNATIONAL STUDENTS ONLY\***

**Student Central** to check if change will breach Tier 4 regulations.



Student Central Office: Is change authorised? YES NO

**Student Central to check:** Can the student complete within Regulation time limits?



YES NO

**Student Central to complete:** Authorised by:…………………………………………………………………………………………………………..

**Please Return Form to studentrecords@brookes.ac.uk As Soon As Possible**