

## MODULE AMENDMENT FORM

This form should be completed by the student and approved by the Course Director. The completed form should be returned as appropriate to:

- a) Belfast – Student Services
- b) Coleraine – Registry Office
- c) Jordanstown – Registry Office
- d) Magee – Registry/Exams Office

**FACULTY STAMP**

### Important information for Part-Time Students

- a) For tuition fee loan, you need to have a course intensity of at least 25% in the academic year.
- b) For tuition fee grant and loan, you need to have an overall average course intensity of at least 50%.

**PERSONAL DETAILS**

(This section must be completed)

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

I.D Number: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

Source of Fees (Self, LEA, Employer etc.) – Please specify: \_\_\_\_\_

Faculty: \_\_\_\_\_ Campus: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Code: \_\_\_\_\_ Year: \_\_\_\_\_ Mode of Study: FT or PT (please circle)

**FOR OFFICIAL USE**

Student Administration only:

Database updated by: \_\_\_\_\_

Date: \_\_\_\_\_

Fees notified (if applicable): \_\_\_\_\_

SLC notified (if applicable): \_\_\_\_\_

**REGISTRY STAMP**

Module changes must be submitted within two weeks of the start of semester one and three weeks of semester two. Adding modules after this date is not permitted.

Both module code and CRN code should be provided.

<b>MODULES TO BE DELETED</b>	
<b>Module code</b>	<b>CRN code</b>

<b>MODULES TO BE ADDED</b>	
<b>Module code</b>	<b>CRN code</b>

**DECLARATION:** The proposed amendments are in accordance with the programme requirements

Student's signature: _____	Date: _____
Course Director's signature: _____	Date: _____