

Changing or Leaving your Course

Every year a number of students decide to change or leave their course. This is not a decision to take lightly and the following information is designed to help you consider the implications of any action you may be contemplating.

Why are you considering changing or leaving your course?

There are many reasons why students decide to change or leave their course:

- University Life
- Your Course
- Individual Modules
- Academic challenges of studying at university level
- Personal reasons
- Financial reasons

Whatever your reasons may be, think carefully before taking any action and remember that there are people within the University who can provide you with support and guidance:

- [UUSU Advice Bureau](#) or [Campus VP](#)
- [Health & Wellbeing – Student Support](#)
- [Employability Adviser/Careers Consultant](#)
- [University chaplaincy](#)

You can check out Ulster University [Student Guide](#) for more information. Also try and identify the best person to speak to about your situation as it is often possible to resolve difficulties satisfactorily. It is advisable to take action sooner rather than later as delaying may mean that it is too late to begin an alternative course either in this university or elsewhere.

What should you consider?

- Do you have a clear idea of what you want to study?
- Do you know what your options are?
- Can you identify a course or courses to which you would like to transfer?
- Do you have a career plan?
- Would a change of course have implications for your intended career direction?
- What are the financial implications of any actions you take?
- Could you relocate to a different institution?
- Are you ready at this point in time to undertake university study?

If you are changing modules

Please check out [Ulster University Student Administration](#) for procedure on changing modules

Remember:

- If you are not sure whether to take a particular module you could sit in on lectures to see if you feel it would be a good choice.
- Chat to the lecturers involved and your Studies Adviser.
- Module changes can only be made within the first two weeks of semester one (for semester one modules) or the first two weeks in semester two for semester two modules.

If you are changing your course

Please check out [Ulster University Student Administration](#) for procedure on changing courses within the university or different institution.

Remember:

- To check out how you need to apply for your place, you may have to go through UCAS
- Don't forget that if a single subject course isn't open to you, don't rule out looking at combined subjects as an alternative.
- Changes to courses are not normally permitted after the second week of the semester.
- You may be permitted, on educational grounds, to transfer to another course within or outside Ulster University with recommendation for continued financial help in the form of loans and means tested grants.

Leaving your course

Please check out [Ulster University Student Administration](#) for procedure on a leave of absence or completing leaving course

Remember:

- If your decision to leave your course is due to health, family or financial problems it may be preferable to take a leave of absence which is usually for a year.
- This must be approved by your faculty so you should discuss it with your Studies Adviser or Course/Subject Director.
- It is important to notify the University as soon as you make a decision to do this as you may be liable for fees up to the point at which you leave.

Financial implications

Please check out [Ulster University Finance Department](#) on tuition fee implications and also there [Deregistration Policy](#). This gives you a step by step guide on deregistering from a course.

Remember:

- Notify your Education Authority or LEA in writing
- Notify the Student Loans Company (SLC)



Search for us – CareersAtUlster

Useful Websites

Education Authority Northern Ireland

<https://www.eani.org.uk/>

Dept of Education & Skills (Ireland)

<https://www.education.ie/en/>

Student Award Agency Scotland

<https://www.saas.gov.uk/>

Student Loans Company

<https://www.gov.uk/government/organisations/student-loans-company>

Student Finance NI

<https://www.studentfinancenir.co.uk/>

Dept of Education Student Finance (England)

<https://www.gov.uk/student-finance>

Student Finance Wales

<https://www.studentfinancewales.co.uk/>

Other Resources

Ulster University Student Support

<https://www.ulster.ac.uk/studentsupport/services/student-money-advice>

Ulster University Finance Dept

<https://www.ulster.ac.uk/finance/student>