# Registry, Academic Services

Application for External students to repeat internally

# For Undergraduate Students

## If you are considering changing your status to internal repeat, you must first discuss the matter with your tutor/supervisor in your School or Department.

If you become an Internal student you will need to register for the academic session you are repeating, and pay a pro-rata tuition fee, based on the number of credits being repeated. Please contact tsa@contacts.bham.ac.uk for advice on the amount of fee payable. You will be required to attend all teaching for the modules being repeated, as well as examinations. (NB. The overall mark achieved in each module is capped at the pass mark for degree classification purposes, unless you are repeating the module due to accepted extenuating circumstances.)

**Please note**: **if you are a visa national student you need to ensure you have a valid visa to cover your period of study. All UK institutions are now legally required to report any changes in a student route (previously Tier 4) visa holder’s registration status to UK Visas and Immigration.**

***You are strongly advised to seek further advice from the International Student Team (IST) prior to submitting your request. You should log an enquiry at www.studenthelp.bham.ac.uk , including the details of your enquiry and attaching a scan of your current visa. When your enquiry has been received the IST will send you an email outlining next steps.***

## Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.

As a registered student, there is full access to University facilities.

## You will need to contact the Student Loans Company or your Local Authority to confirm that they will continue to provide you with financial support.

**Please then complete this form and return it to your School or Department for approval.**

**The approved application must reach Taught Student Administration no later than the relevant time-frame below:**

* After the recommendation to re-sit externally was returned via the Main 2022 Exam Board.
* After the recommendation to re-sit externally was returned via the Supplementary 2022 Exam Board.

After approval, the form will be passed to a member of the Taught Student Administration team, who will then process the application and notify the Finance Office and the SLC (if applicable). You will then receive an email confirmation from Taught Student Administration confirming your change of status.

**Please note:** Until you receive confirmation by email that your application has been successful, you should assume that your status will be External Re-sit for the forthcoming academic session.

Whether you re-sit the year externally or are accepted to repeat internally, it is expected that you will take your examinations during the Main 2023 assessment period.

**Part A should be completed by the Student**

**PART A:**

|  |  |
| --- | --- |
| Name: | Student ID Number: |
| Programme of Study: | Year of Study: (e.g. year 3) |
| Email address: (for confirmation of status change): |

**List of modules to be internally repeated:**

|  |  |
| --- | --- |
| Module Title | Banner Module Code |
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**Funding Information**

Do you receive a: (please tick)

Tuition Fee Loan [ ]

University Award [ ]

 **Student Support Number (SSN):**

(e.g. BRMM01234567X) **……………………………………….**

If you are internally repeating you will need to contact your Local Authority/Student Finance England to confirm that they will continue to provide you with financial support.

**Loans:**

Are you in receipt of a federal loan (Stafford or Plus)? Tick for Yes: [ ]

**Reason for application:**

**Sponsorships**

Do you have a sponsor?

Yes [ ]  No [ ]

Sponsors may require information regarding the need to repeat any part of your course.

Please provide the name of an academic member of staff who is able to give the academic information sponsors/local authority may require.

|  |  |
| --- | --- |
| **Signature of the student:** | **Date:** |

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## This application must have the full academic support of the School/Department. On behalf of the School/Department I hereby approve the application­­

|  |  |
| --- | --- |
| **Signed:** | **Full name of Authorised Signatory:** |
| **Job Title:** | **Date:** |

**Modules to be repeated in 2022/23 will be Re-sit (2nd)** [ ]  **Sit (1st)** [ ]

|  |  |
| --- | --- |
| **Signed:** | **Full name of Authorised Signatory:** |
| **Job Title:** | **Date:** |