**What is this form for?**

This form is to be used if you need to transfer a whole run or individual learner between qualifications, levels and sizes **before** any awards have been made. For example, if you register against a diploma but the learner only achieves the credits for a certificate. We will not refund the difference but there will be no extra cost. If you wish to transfer up a size, then you will be charged the difference between the sizes.

Once the transfer is complete you will not be able to claim for the original run.

Please note: You cannot use this form to transfer learners who are registered on expiring or expired qualifications.

Please complete one form per affected run ID.

|  |  |  |
| --- | --- | --- |
| **Centre name** |  | |
| **Requested by** | (Name) | (Position) |

**Does this transfer apply to all learners on this run?**

Yes

No

**If no, please complete below individual learner information**:

|  |  |
| --- | --- |
| **Learner name** | **Please indicate which qualification (including size and level) you wish to transfer to** |
|  |  |
|  |  |
|  |  |
| Please add more rows if needed |  |

**Declaration**

I confirm that the information provided above is accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre name** |  | | |
| **Signature** |  | | |
| **Date** |  | **Phone number** |  |

Please complete and submit this form to [**enquiries@aim-group.org.uk**](mailto:enquiries@aim-group.org.uk) You will receive a response within five working days. You will be notified by email.

|  |  |  |
| --- | --- | --- |
| **AIM use office only** | | |
| Received | Processed | Finance (if applicable) |
|  |  |  |