**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) |

|  |  |
| --- | --- |
| **Affected Run ID** |  |

**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.

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  | **Phone Number:** |  |

Please complete and submit this form to **enquiries@aimawards.org.uk** You will receive a response within 5 working days. You will be notified by email.

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