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| --- |
| **A picture containing text  Description automatically generatedPart Time**  **Flexible Learning Module Registration Form** |

Your Course Handbook or the University website provides all available modules related to your course/programme of study.

Module choices will be allocated on a first come first served basis.

Please do indicate a Second choice for each module.

Practice Development students should refer to the Practice Development Timetable

\*Paramedics- *NWAS students: please use CPD-Apply for your module requests and to gain financial approval from NWAS*. \*

*Please refer to Page 2 of this form for additional important information.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | ABC | Student Number | 123456 |
| Course or  Programme |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Module Code | Module Title | Semester | Classroom or Distance Learning |
| **First Choice** | | | |
|  |  | **Semester 1** (Sept – Dec) |  |
|  |  | **Semester 2**  (Jan – April) |  |
|  |  | **Semester 2E** (April –July) |  |
| **Second Choice** | | | |
|  |  | **Semester 1** (Sept – Dec) |  |
|  |  | **Semester 2**  (Jan – April) |  |
|  |  | **Semester 2E** (April – July) |  |

|  |  |
| --- | --- |
| Signature | Date |
|  |  |

**Please return this form to** [healthmodules@cumbria.ac.uk](mailto:healthmodules@cumbria.ac.uk).

Failure to return to the correct email address may result in a delay in processing your request

**Module Enrolment Information**

Please refer to your [ICON account](https://my.cumbria.ac.uk/Student-Life/Your-Studies/ICON/) to check that you have the correct modules on your record at the start of each semester.

Modules for the next academic year may not be added until new records are created. This occurs on or around 1st September each year.

Please note that if you start your course your ‘first module’ may be in a later semester.

Example: Students starting their programme in the Jan will have their 1st module in Sem2 and 2nd in Sem2e

**Module Fees**

Module invoicing takes place on semesters basis.

If you are personally liable for the payment of fees for the modules you register for, you will receive an invoice shortly after our receipt of this registration form, or at the beginning of the semester you have registered for.

Fees must be paid within seven days of an invoice being issued. If the fees have not been paid in full by this point, students will not be permitted to take up their place on the module.

\*Paramedics- *NWAS students: please use CPD-Apply for your module request if you are financed through NWAS. If a module request is submitted using this form the module billing will follow the University’s standard billing process. More information is available here:* [*https://www.cumbria.ac.uk/study/student-finance/cpd/*](https://www.cumbria.ac.uk/study/student-finance/cpd/) \*

**Module Withdrawal Refunds**

Where a student withdraws from a module or modular billed programme, the following fee liabilities will be chargeable:

|  |  |
| --- | --- |
| Relevant date | Element of Fee Liability |
| Within 14 calendar days of module start date | 20% |
| After 14 calendar days of module start date | 100% |

If you are intending to withdraw from a module Please do notify[healthmodules@cumbria.ac.uk](mailto:healthmodules@cumbria.ac.uk)