



AREA: | **Students**

TOPIC: | **Transfers**

1 Introduction

All providers of Higher Education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

2 Purpose of the Policy

The purpose of this policy is to set out the arrangements that enable a student studying further or higher education, to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.

The policy informs the College’s staff and students of the principles governing student transfer and ensures compliance with key policies within the College including the Admissions Policy, Assessment Policy (including the Accreditation of Prior Learning), Fees and Remission Policy and the College’s Student Protection Plan.

Student transfer for the purpose of this Policy is defined as:

- a) Transfer to another provider from the College initiated by a student.
- b) Transfer to the College from another provider initiated by a student.
- c) Transfer between courses or modes of study at the College initiated by a student.
- d) Transfer as a result of the initiation of the College’s Student Protection Plan.

3 Scope

The Policy applies to all College staff and students, including a student wishing to transfer to or from the College.

4 Policy Statement

4.1 Transfer to another provider from the College

Should the transfer to another provider be initiated by a student the College will:

- a) Confirm any completed credit, level attained or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript or record of progress. Eligibility for an intermediate or partial award would be determined in accordance with the relevant Awarding Body Regulations.

- b) Use the liability periods, published by the Student Loan Company (if applicable) to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.

4.2 Transfer to the College from another provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, the College will consider:

The admission of a student on to a similar course or an alternative award, taking into account completed credit, level of study and any other previous study or qualifications, as appropriate. The process will be facilitated through the College's Admissions Policy and, where appropriate, the Assessment Policy (including the Accreditation of Prior Learning).

4.3 Transfer between courses or mode of study at the College

As a consequence of a student initiating a transfer between courses the College will consider:

- a) The transfer of a student on to a similar course in a cognate area or an alternative award, taking completed credit, level of study and other previous study into account, as appropriate.
- b) This will be facilitated through the internal transfer process detailed in Appendix A and, where appropriate, the Assessment Policy (including the Accreditation of Prior Learning),

If a student requests to transfer between modes of study on the original enrolment award the College will consider:

- a) The transfer of a student to a different mode of study through the College's internal transfer process detailed in Appendix A.
- b) The liability periods, published by the Student Loan Company (if applicable) to calculate any payments due or to be refunded should a student change mode of study.

4.4 Transfer as a result of the initiation of the College's Student Protection Plan

The College is committed to teaching-out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for students studying directly with the College.

In the improbable event that the continuation of study cannot be sustained, the College will support the student in transferring to an alternative provider and/or will, as appropriate, refund or compensate the student. In addition, the College will make provision for the awarding of credit, intermediate or partial award ensuring that a student would be able to carry the credit/award to an alternative provider.

5 Refund and Compensation

The College's Fees and Remission Policy contain details of the institution's position on refunds and compensation in the event that a student initiates a transfer or a course is discontinued by the College.

6 Advice and Support

In the event of an individual student transfer, information, advice and guidance will be available via the Course Leader and Personal Tutor.

In the event that the College's Student Protection Plan has been activated, advice and support will be available collectively from the Curriculum Team Leader, Head of Campus or Assistant Principal. Personal. Financial advice is available from Student Services or Finance Officers.

7 Related Documents

Further information about relevant College regulations and policies is provided below:

Admissions Policy

Assessment Policy (including the Accreditation of Prior Learning)

Student Protection Plan.

Fees and Remission Policy

Appendix A - Internal Student Transfer Process

General

A student has the right to request an internal transfer, and all transfer requests will be considered according to the principles set out in this policy. A student does not have an automatic right to transfer from one course or mode to another.

Internal transfers are a subset of admissions. Students are effectively applying for a place on a new course, they must meet the admissions criteria of the course for which they are applying (including e.g. DBS checks), and be formally accepted onto the new course.

Finance

A transfer of course may impact on funding or tuition fees. It is the student's responsibility to seek advice from Student Services and/or Finance Officers, in order to make an informed choice, and this must be confirmed on the student transfer form.

It is a student's responsibility to approach nominated staff on the course from which they are exiting, usually the Course Leader, for approval of the transfer and sign-off of their form.

Students seeking to transfer should provide all relevant information required by the new course in order to evidence that they meet the admissions criteria.

Approval for the transfer must be sought from the Curriculum Team Leader/ Head of Campus the student wishes to join. Decisions will be made in line with the College's Admissions Policy and the Assessment Policy (including the Accreditation of Prior Learning)

The Curriculum Team Leader or Head of Campus the student wishes to transfer into has the right to decline the request.

Guidance for Decision Making

An in-year transfer for further education courses must be completed and approved before the retention period starts for the learning aim, see table below unless the modules for the current course satisfy those for the new course, and no change in module selection is required.

Learning aim length in-year	Retention period starts after:
>=24 weeks	6 weeks
2 to 24 weeks	2 weeks
<2 weeks	1 learning engagement

Additional Considerations for Higher Education Student Transfers

For higher education courses, an end of the academic year transfer may be considered, provided that:

- i. The student continues to attend their original course, attempts any associated

assessments and is in a position to progress from the original course under the relevant College's Assessment Regulations.

- ii. The College is satisfied that the learning outcomes from the original course meet the requirements of the new course, as per the College's Assessment Policy (including the Accreditation of Prior Learning).

Higher education students who have exhausted all opportunities to retrieve failure and whose study has been discontinued by an Assessment Board, may be considered for transfer onto an alternative award subject to the standard processes. Attention should be paid to a student's record of engagement/attendance, in the absence of any extenuating circumstances, when reaching a decision.

Where a course transfer for a higher education student takes place that requires that student to repeat a level, the following should be noted:

- i. Any modules undertaken on the original award must not be repeated on the new award, in line with the relevant Awarding Body Regulations. In circumstances where this is necessary, the Course Leader should either identify alternative module(s) or the credit(s) (not grades) should be transferred to the new course in line with the College's Assessment Policy (including the Accreditation of Prior Learning)
- ii. If the transfer occurs mid-year the student may choose to complete the year or interrupt their studies for the remainder of the academic year.