



Student Transfer Policy

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