

# Student Transfer Plan

## **Document Summary**

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Approved by: Academic Board

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## **Student Transfer Plan**

### **1: Background**

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 - updated October 2022. The purpose of the plan is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers.

### **2: Types of transfer**

Student transfer, for the purposes of this plan includes:

- Transfer triggered by the College's Student Protection Plan (see 4 below)
- Transfer to another provider from the College (see 5 below)
- Transfer into the College from another provider (see 6 below)
- Transfer between courses at the College (see 7 below).

### **3: Considerations**

Transferring to a different institution may have implications for studies and/ or finances. Before finalising a transfer, students should consider the possible implications this may have on Student Finance England loan arrangements (if applicable). Students are advised to contact the Student Loans Company (SLC) directly for assistance and are reminded that the SLC will not discuss personal details with the college.

### **4: Transfer triggered by the College's Student Protection Plan**

In the event of a transfer being triggered by the Student Protection Plan, the College will firstly aim to teach-out all students on their current course. If this is not possible, the Senior Leadership Team (SLT) will establish a Student Protection Implementation Team appropriate to the transfer and oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the:

- reasons for the implementation plan
- responsible manager for the plan
- student representatives involved
- risks identified and likely implications for students
- communication, support and advice plan for students
- timescales involved.

### **5: Transfer to another provider from the College**

As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, the College will facilitate transfer to another Higher Education provider for the student to complete their studies. This may include, but is not limited to:

- Course closure

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- Institutional closure
- Loss of designation
- Loss of accreditation
- Student-led withdrawal.

Again, the College will firstly aim to teach-out all students on their current course. Should transfer to another provider be necessary the College will support arrangements to:

- confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript. Pearson will also be contacted to confirm achievement where appropriate
- provide a refund for all/ part of the fees (and compensation) in accordance with the Refund and Compensation Policy and student Protection Plan (available on the website and Sharepoint).

### **6: Transfer into the College from another provider**

As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the College, we will consider:

- Admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the College's usual student admissions processes (available on the website). An official, recent transcript identifying achievements may be required as well as predicted grades as part of an academic reference
- Admission of students onto an alternative taught course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our usual student admissions processes Recognition of Prior Learning Policy (available on the website)
- Official, recent transcript identifying achievements may be required as well as predicted grades as part of an academic reference for all such transfer.

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### **7: Transfer between courses at the College**

As a consequence of students requesting to transfer between courses at the college we will consider:

- Transfer of students onto a similar course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning and Course Transfer.
- Transfer of students onto an alternative course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning and Course Transfer.

Transfer between courses at the College will normally be facilitated by the current Programme Leader and the intended Programme Leader, in conjunction with the Admissions team.

### **8: Refund and Compensation**

Refund for all/ part of the fees and compensation will be made in accordance with the Refund and Compensation Policy and student Protection Plan (available on the website and Sharepoint).

### **9: Advice and support**

Any queries regarding transfer to or from the college can be made by emailing [admission@citycollege.ac.uk](mailto:admission@citycollege.ac.uk) or making an appointment to visit the Admissions team in person.

Queries regarding a change or course can be made by contacting the existing Programme Leader and the intended Programme Leader, in conjunction with the Admissions team, as indicated above.