

## Higher Education Student Transfer Arrangements

### 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. 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.

All references to 'the College' in this document refer to all parts of the Nelson and Colne College Group.

This document sets out our institutional arrangements for higher education students to transfer between providers. It covers arrangements for students transferring out and for those transferring in to the College. The provisions of this document apply to higher education students only.

Student transfer, for the purposes of this document includes:

- a) Transfer triggered by the College's Student Protection Plan
- b) Transfer to another provider from the College
- c) Transfer into the College from another provider
- d) Transfer between courses at the College

In the event of a) and b), above, we will normally aim to teach out all current students on their original course, where this is not possible, we will facilitate an appropriate transfer.

In the event of c), above, we will facilitate transfer of students from other providers to the College where we may be able to offer a suitable alternative course in order for students to complete their studies. Please see information regarding transfer in.

In the event of d), above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.

This plan is available to all current and potential higher education students and is reviewed annually.

### Student Transfer triggered by the College's Student Protection Plan

Any such transfers will be handled under the provisions of the plan, available at: <https://www.nelson.ac.uk/wp-content/uploads/2018/10/Student-Protection-Plan-September-2018-WEB.pdf>

### Transfer out of College

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

- Course or discipline closure
- Institutional closure
- Loss of designation
- Loss of accreditation
- Student-led withdrawal

Should transfer to another provider be necessary we will support arrangements with the relevant awarding body to confirm any completed credit, level attained or study undertaken and/or award of any available exit qualification (as appropriate) so a student may transfer to another provider straightaway or at a later date. This is normally facilitated through a student transcript issued by the relevant awarding body.

We will ensure that students are charged no more than the correct fees determined by the fee policy in force at the date of transfer. Where a student has paid more than the fees due, or is due a refund under the terms of the Student Protection Plan, we will ensure that the student is reimbursed promptly.

### **Transfer into College**

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.
- Admission of students onto an alternative taught course, taking completed credit, level attained or other study undertaken into consideration, as appropriate.

Transfers will be facilitated through the College's admissions processes. Consideration of the transferability of previously earned credits will be handled under the College's Recognition of Prior Learning processes (or those of the relevant awarding body where these decisions are not delegated to the College).

### **Transfer between Courses**

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.
- Transfer of students onto an alternative course, taking completed credit, level attained or other study undertaken into consideration, as appropriate.

These transfers will be facilitated through our processes for Recognition of Prior Learning and Course Transfer.

Transfer between courses at College will normally be facilitated by the Programme Leaders for the programmes concerned

### **Refund and Compensation**

Transferring students will be entitled to the refund of any overpaid fees. Students transferring under the College's Student Protection Plan may be entitled to additional payments for refunds of fees, costs and/or compensation. These will be determined under the terms of the Student Protection Plan.

### **Advice and Support**

In the event of a transfer in or out of the College advice and support will be available to you individually or collectively. In the first instance, please contact the College's Higher Education Administration Office for help and advice.

In the event of transfer between courses at the College, advice and support will be available to you individually or collectively. In the first instance, advice will be available from your current Programme Leader.

### **Feedback and Contacts**

If you have any views, concerns or feedback in relation to transfer arrangements arising under these arrangements, please contact the College's Director of Academic Standards. His /her contact details can be obtained from the Higher Education Administration Office.

Any other enquiries about these arrangements should be directed to the Higher Education Administration Office.