



# INTERNAL PROCEDURE



Quality

## **Title: Easton College – Student Transfer Policy**

**POLICY HOLDER:** Director of Higher Education and Apprenticeships

**EXECUTIVE OWNER:** Deputy Principal

**VERSION NO:** 1.0

**DUE DATE FOR REVIEW:** July 2021

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the Communications & PR Officer on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the name policy holder or the Communications & PR Officer on 01603 773 169.

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## Background

1. 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 Easton College.

## Introduction

2. The College recognises that the initial selection of a course and institution is a major decision for all students, with many factors needing to be considered. Furthermore, the College also understands that, in some cases, students' needs and aspirations may change over time, which may result in a desire to change courses and / or institution.
3. Student transfer, for the purposes of this document includes:
  - a. Transfer triggered by the College's Student Protection Plan
  - b. Student-led transfer to another provider from Easton College
  - c. Transfer into Easton College from another provider
  - d. Transfer between courses at Easton College
4. In the event of a) above, we aim to teach out all current students on their original course, but where this is not possible, we will provide students with support, advice and guidance to facilitate an appropriate transfer.
5. In the event of b) above, we will provide students with support, advice and guidance to facilitate a transfer to a course elsewhere that is more appropriate for them.
6. In the event of c) above, we will facilitate transfer of students from other providers to Easton College where we may be able to offer a suitable alternative course, for students to complete their studies. Please see the section, Transfer into Easton College, below for further information
7. In the event of d) above, we will facilitate transfer to a suitable alternative course for existing Easton College students, as appropriate. Please see the section below, entitled Transfer between Easton College Courses.
8. In the cases of scenarios b), c) and d), for first year's, student transfers will not normally be sanctioned after the second week of the academic year. For students progressing to Year 2, or Year 3, of programmes, we would expect

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such transfers to take place before the start of the next academic year (and in exceptional circumstances within the first week of the new academic year)

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

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

10. The College's Director of Higher Education and Apprenticeships (or their nominee) will establish a Student Protection Implementation Team appropriate to transfer, and will 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, the responsible manager for the plan (normally the Director or nominated senior academic manager), details of the Student Union named representative and advice team, the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

### **Transfer Out of Easton College**

11. 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:
  - a) Course or discipline closure
  - b) Institutional closure
  - c) Loss of designation
  - d) Loss of accreditation
  - e) Student-led withdrawal
12. Should transfer to another provider be necessary, we will support arrangements to:
  - a) 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.
  - b) Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with the College's Terms and Conditions available at: [Terms and Conditions for Students](#)
13. Transfer out of Easton College, as a consequence of events outlined in the Student Protection Plan, will be handled by our Director of Higher Education and Apprenticeship, or nominated deputy, and facilitated by our HE Office.
14. A Student-led request to transfer out of Easton College, will be initially handled by the appropriate Course Leader, working with their Programme

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Leader, to both understand the reasons for the request, and to ensure that the student is aware of the likely processes that will be applied elsewhere to ensure the applicants suitability to enrol with them. The transfer process itself will be facilitated by the HE Office.

### **Transfer to Easton College**

15. 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:
- a) 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 our College's admissions processes available at [Admissions](#)
  - b) 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 processes for [Admissions](#) and [APL/APEL](#)

### **Transfer between Easton College Courses**

16. As a consequence of students requesting to transfer between courses at the college we will consider:
- a) Transfer of students between courses at Easton College will normally be handled initially by the current Course Leader working with the proposed Course Leader, to accept the transfer, and will subject to sufficient space being available on this course, and taking completed credit, level attained, or other study undertaken, into consideration, as appropriate. This will be facilitated through our processes for [APL/APEL](#) and course transfer.

### **Refund and Compensation**

17. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our [Terms and Conditions for Students](#) (see bullet points 10a to 10d above).
18. Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the College's Rules, Regulations and Procedures for Students [Terms and Conditions for Students](#)

### **Advice and Support**

19. 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, advice is  
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available from the Director of Higher Education or Apprenticeships or their nominee.

20. Independent advice and support is available from the Students' Union for students transferring in or out the College ([STUDENTUNION@ccn.ac.uk](mailto:STUDENTUNION@ccn.ac.uk)).
21. 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 Academic Leader and Independent advice and support is available from the Students' Union Advice Service.

### **Feedback and Contacts**

22. If you have any views, concerns or feedback in relation to transfer arrangements arising under the student protection plan, please contact the HE Office, at [HE\\_OFFICE@ccn.ac.uk](mailto:HE_OFFICE@ccn.ac.uk) (please note there is an underscore between the HE and Office in this email address).
23. Contacts for other enquiries about Student Transfer are:
  - a) Transfer into Easton College from another provider for a taught award, please contact Admissions, [HE\\_OFFICE@ccn.ac.uk](mailto:HE_OFFICE@ccn.ac.uk)
  - b) Transfer to another provider for a taught award, please contact the HE Office, [HE\\_OFFICE@ccn.ac.uk](mailto:HE_OFFICE@ccn.ac.uk)
  - c) Transfer between courses at Easton College, please contact your Course Leader in the first instance.