

F2 Student Transfer information for Wiltshire College and University Centre statement.

Within our Higher Education Fees Policy 2019 – 2020 section 3.5 sets out the College's procedure for students transferring courses that are **directly funded and registered with the College**. This is available through our website <https://www.wiltshire.ac.uk/the-college/policies-procedures>

3.5 Course Transfers

3.5.1 In the event of the College agreeing to a student transferring between courses, there will be no financial penalty but if the course transferred onto has a higher Course Fee or affects the student's eligibility for fee remission the student must pay the difference.

3.5.2 The College will be liable for the payment of additional travel costs for students affected by a change in the location of their course.

3.5.3 The College will provide compensation for tuition and maintenance costs where students must transfer courses or providers.

Where courses are franchised with a university partner, the university will be consulted, and the university's processes will be applied.

Regarding the eligibility of a student transferring between courses at the College, the awarding body will be consulted to ensure that the student has met the entry requirements to transfer to a different course. The awarding body will also be consulted regarding the eligibility of credit transfer.

Where a student wishes to transfer to a different higher education provider, the College will either contact the university partner for franchised programmes to arrange a transcript of achievement, or for directly funded and registered students, the College will provide transcripts of achievement for the student.