



Reference:	HE_02_01
Document title:	HE Student Transfer Plan
Developed by:	Director of Curriculum: Professional & Commercial Industries (HE Lead)
Date developed:	January 2020
Date of approval:	January 2020
Committee approving:	SLT
Date of equality analysis:	January 2020
Date becomes effective:	July 2020
Reviewed by:	Director of Curriculum: Professional & Commercial Industries (HE Lead)
Reviewed date:	March 23 Version: N/A
Date of next review:	March 2024

Please contact us on 01904 770132 or email us at qi-admin@yorkcollege.ac.uk if you would like this document in an alternative format

To ensure version control, please do not print this document – as tomorrow it could be out of date.

Student Transfer Plan 2022-3

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. 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. This document sets out our institutional arrangements for students who wish to transfer between providers and students who wish to transfer out and for those transferring in to York College. Validating partners at York College are The University of Huddersfield, The OU and Pearson.

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 staff from 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 Strategic 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 an individual student's 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
- 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 Tuition Fee and Charges Policy and student Protection Plan (available on the website and VLE - HE Essentials).

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).
- 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 and VLE - HE Essentials)
- Official, transcript identifying achievements may be required as well as predicted grades as part of an academic reference for all such transfer.

7: Transfer between courses at York 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 Policy (available on the website and VLE - HE Essentials).
- Transfer between courses at the College will normally be facilitated by the current Award Leader and the intended Award 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 Tuition Fee and Charges Policy and Student Protection Plan (available on the website and VLE - HE Essentials).

9: Advice and support

Any queries regarding transfer to or from the college can be made by emailing admissions@yorkcollege.ac.uk or making an appointment to visit the Admissions team in person.

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