

Policy Name	Higher Education Student Transfer Policy and Procedure
Directorate	Higher Education
Created by (Job Title)	Director of Higher Education
Date Reviewed	December 2019
Date of Next Review	September 2020
Pathway	
E & D Policy Disclaimer	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of individuals as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (Gender), Sexual Orientation and Disability. We will continue to monitor this policy and to ensure that it has equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

1.0 Introduction

This policy outlines the facilitation of student continuation and the quality of study when a risk is identified which will affect a student's study, and to simplify transfers between providers of Higher Education. This policy refers to the OFS Framework and its supplementary guidance.

This policy covers HNC/HND prescribed HE courses validated by Pearson. Students enrolled on the University of Bedfordshire or University of Northampton courses will need to refer to the relevant Student Transfer policies for these organisations. This policy does not include information on fee liability for any of our HE courses. This is included in the College's fees policy.

2.0 Purpose

The purpose of this policy is to detail potential student transfers that may occur.

- 1) Transfer from the Bedford College Group to another Higher Education provider.
- 2) Transfer into the Bedford College Group from another provider.
- 3) Transfers between programmes within the Bedford College Group.

3.0 Student Transfer Procedure

3.1 Transfer from the Bedford College Group to another provider

In the event that a student uses their choice to move to a different provider. The student will need to notify their HE Course Manager of their withdrawal. The student who wishes to transfer should do this in writing stating their decision to withdraw. The Bedford College Group will facilitate the transfer to the new Higher Education Provider by:

The relevant HE Course Manager will liaise with the HE Coordinator to process and coordinate the transfer.

Confirming the completed attainment to date as soon as possible (where applicable Pearson will be contacted to confirm their attainment where appropriate).

Confirming with the Student Loans Company any outstanding fees and processing your transfer.

3.2 Transfer into the College from another provider.

Where another provider has triggered their Student Protection Plan and where a student has chosen to transfer.

The Bedford College Group will consider the following;

We will provide admission transfer to the students for the same or a similar programme of study. To begin the process of transfer mid-study the applicant would need to complete the online application form. Where an applicant has completed an academic year, the applicant will need to apply via UCAS. As part of the admission transfer, we would take into account any credits achieved as appropriate. This would be facilitated via the College's Recognition of Prior Learning Policy. Therefore, the student's previous provider will need to provide Bedford College Group with a transcript, and a reference for the student wishing to transfer to the following email address - admissions@bedford.ac.uk.

Any transfers in decisions will be made in line with our Admissions Policy for Higher Education Students.

The HE Coordinator will manage the transfer and liaise with the new HE Course Manager.

3.3 Transfers between programmes within the College.

The student who wishes to transfer should do this in writing stating their decision to transfer to their Course Manager. Where the student has elected transfer between programmes within the college. We would consider the following;

A transfer to a similar course

The Transfer of the Student is to a similar course and is appropriate. This would be facilitated through the colleges Recognition of Prior Learning Policy.

The HE Coordinator will manage the transfer.

A transfer to an alternative course

Where the transfer is to an alternative programme, we will take into consideration any completed credits and this will be facilitated via the Recognition of Prior Learning Policy.

The HE Coordinator will manage the transfer.

4.0 Student Protection Plan

In an unusual event where the College's Student Protection Plan has been triggered. Bedford College Group will firstly aim to teach out the current students on their programme. Where it is not possible the Bedford College Group will seek an alternative provider as a last resort and will continue to support learners as they transfer.

5.0 Information and Advice

All decisions made will be in line with our Admissions Policy for Higher Education Students. Details of how admissions decisions can be appealed are included in this policy.

For further information on Transfers (including those to courses validated by the University of Bedfordshire and the University of Northampton), students should contact their HE Course Manager in the first instance or the colleges' Careers Advisors. External applicants should contact admissions@bedford.ac.uk. Students on all our HE programmes will be also advised and supported appropriately by the college.

Any further assistance or guidance can be provided by the HE Coordinator on admissions@bedford.ac.uk.