

Procedure for Student Transfer Plan for academic year 2020-21

1. Introduction

As a registered provider of Higher Education, Bishop Burton College must publish a Student Transfer plan which sets out institutional arrangements for students to transfer between providers. This plan builds on the colleges experience and is intended to give students and potential students assurances that arrangements would be in place in the unlikely event of a situation, which could influence the continuation of a programme and also covers arrangements for students transferring out and for those transferring in to the college.

Definitions of student transfer

- a) Transfer triggered by the College Student Protection Plan
- b) Transfer initiated by a student to another provider to Bishop Burton College
- c) Transfer into Bishop Burton College from another provider
- d) Transfer between programmes at Bishop Burton College

2. Transfer triggered by the college initiated course closures as per College Student Protection Plan

This may include, but is not limited to:

- i. Course closure due to resourcing concern.
- ii. Institutional closure
- iii. Withdrawal by validating partner University.
- iv. Loss of accreditation

2.1. Default position

In circumstances where the college withdraws a programme from future recruitment, the college will always attempt to ensure that all students are able to complete their study within the original timescale of their programme. Partnership agreements with Universities always include termination terms aimed at ensuring the student experience is not compromised during any end of any partnership, the original programme is 'taught out' for the duration of the students expected completion. The college will meet with the University and plan jointly to ensure that proper arrangements are made for the completion of programme/modules and students at that time. In the exceptional circumstances that teach out would not be possible the college would seek to support continuation of study by offering a transfer onto a similar or replacement programme or

by giving support to transfer to an alternative supplier (for example providing certification of credit or a record of academic achievement).

2.2. Process

If there are material changes which are likely to cause the student protection plan to be implemented, all affected students will be contacted to explain the circumstances and to initiate consultation regarding appropriate remedies. The nature and advice needed to support students will vary from risk to risk and in the first instance the college will avoid implementing changes part way through the academic year wherever practicable. Students will be communicated to within 5 working days of the plan being invoked where change needs to occur with some immediacy. In other circumstances as much notice as possible will be given. At the same time we will inform the student association and or partner university student union if appropriate, in order that alternative advice and support can be in place for the student body.

Transfer to another provider to Bishop Burton College

The student should contact the receiving institution to apply for the proposed course. Once accepted the college will support by confirming completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider or at a later date. This is confirmed through a student transcript once an exam board has occurred with the awarding University.

Support is available in student services and with the college careers adviser.

3. Transfer into Bishop Burton College from another provider

Transfer from another provider will be facilitated by admissions in conjunction with the receiving academic Programme Leader. Where the transferee is seeking to use credit gained from another institution the APL/APEL officer will make a judgement in conjunction with the academic teams as to the amount of credit which is valid. Advanced entry will be supported where there is sufficient match with the chosen programme.

4. Transfer between programmes at Bishop Burton College

Transfer between programmes will be facilitated by admissions if prior to start of the programme. If the programme has commenced the academic teams will facilitate any transfer. If the receiving academic team feel that a student would be disadvantaged by transferring part way through the academic year then the student may be advised to defer until the start of the next academic year.

5. Fees

Where transfer is initiated by the student they will be liable for any outstanding fees prior to leaving the programme. Where in year internal transfer occurs it may be possible for fees to be transferred to the new programme.

6. Refunds

The college refund and compensation policy is available on the college website, which outlines the circumstances in which the college would refund tuition fees and other related costs to students and to provide compensation where necessary if we are no longer able to preserve continuation of study. We consider refunds and compensation to be a remedy of last resort and we are committed to doing all we can so that refunds and compensation are not necessary. The Policy may be implemented as a result of any of the risks in this Plan occurring. Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Refund and Compensation Policy, available at:

[https://www.bishopburton.ac.uk/uploads/document/asset/69/Higher Education Refund and Compensation Policy.pdf](https://www.bishopburton.ac.uk/uploads/document/asset/69/Higher_Education_Refund_and_Compensation_Policy.pdf)

We have always had sufficient finance to refund/compensate students when appropriate and we factor this into our annual budgets on the basis of previous experience. In the new UK HE financial environment we are conscious that there could be an increase in such payments. However, at this time we do not feel it necessary to take out insurance to cover this risk. This position will be carefully monitored and reviewed on an annual basis. The college maintains significant retained earnings/cash reserves which represents at least 25 cash days. Simultaneously, we are investing in various initiatives that will assist student support and retention and target a decrease in student non-continuation rates thereby reducing the level of refund/compensation payments.

7. RELATED DOCUMENTS

N/A

Updated: September 2020

By: Assistant Principal Higher Education

Procedure Approval

Job Title of Approver Assistant Principal (HE)	Name of Approver Helen Molton
Date: 04.09.20	Signature: 