

# Student Transfer Plan Policy

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Produced by: Senior Leadership Team  
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## Our Mission

**Inspire ambition and make a positive difference to lives through learning.**

## Our Values

**Learners First** - placing the learner at the heart of all we do

**Community** - working collaboratively to achieve

**Empowering** - enabling all in a caring environment to achieve their full potential

**Excellence** - a culture of creativity, high expectations, ambition and aspiration

**Diversity** - celebrating diversity and inclusivity as a key to our success

**Integrity** - honesty, openness and trust at the heart of College life

**Respect** - showing fairness, courtesy and mutual respect

## Student Transfer Plan

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## **1. Introduction**

All providers of higher education in England are required to publish their arrangements for student transfers between higher education programmes of study and between providers. This is in accordance with the Higher Education Research Act 2017 and is monitored by The Office for Students. This includes defining how providers facilitate, encourage and promote awareness of their transfer arrangements. The purpose of this plan is to facilitate continuation and quality of study for all students whenever a risk to continued study arises.

Subsequent references to 'the College' in this plan refer to The Windsor Forest Colleges Group (TWFCG).

## **2. Types of Transfer**

This document sets out the College's institutional arrangements for students to transfer between institutions, including arrangements for students transferring into and from TWFCG. There are a number of ways a student can transfer. For the purposes of this document, they include:

- a. Transfer triggered by TWFCG's Student Protection Plan
- b. Transfer to an alternative provider from the College
- c. Transfer from an alternative provider to the College
- d. Transfer between programmes of study at the College

### **a. A transfer triggered by TWFCG'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 Group Principal (or their nominee) will establish a team appropriate to the transfer, and will have oversight of the production of an action plan to ensure a fair and equitable outcome for all students affected. The team will devise a plan that will include:

- i The details of the transfer
- ii Allocation of an appropriate manager
- iii Selection of a Students' Union representative
- iv Identification of any additional stakeholders
- v Identification of any risks or likely implications for students
- vi How the plan is to be communicated
- vii The support and advice plan for students and the timescales involved

### **b. A transfer to an alternative provider from the College**

As a consequence of events outlined in the Student Protection Plan or a student decision to transfer to another provider, TWFCG would facilitate the transfer for any eligible student. Reasons may include, but are not limited to:

- i Programme of study or discipline closure
- ii Institutional closure
- iii Loss of designation
- iv Loss of accreditation

#### v Student-led withdrawal

Should transfer to another provider be necessary TWFCG will support arrangements to substantiate any successfully completed credit and any 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 digital student transcript. Where transfer of completed credit is not possible, the student will receive a refund for all or, where appropriate, part of their previously claimed tuition fees in accordance with the Refund and Compensation Policy and Student Protection Plan (available on the College website).

Transfer from the College will be facilitated by the relevant programme leader supported by the Group Principal.

### **c. A transfer from an alternative provider to the College**

If events at another higher education provider trigger a transfer, or where a student elects to transfer to the College, TWFCG will facilitate the transfer where an appropriate alternative programme of study is available. Due consideration will be given to:

i Admission of students onto a similar programme of study, taking achieved credit, level attained or other study undertaken into consideration where appropriate, in accordance with TWFCG's HE Admissions Policy (available on the website)

ii Admission of students onto an alternative programme of study, taking achieved credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the relevant awarding body's recognition of prior learning (RPL) procedure.

### **d. A transfer between programmes at the College**

Where a student makes a request to transfer between programmes of study, the College will facilitate transfer to a suitable alternative course, as appropriate.

Due consideration will be made with regard to the transfer of students onto a similar or alternative programme of study, taking achieved credit, level attained or other study undertaken into consideration, where appropriate. This will be facilitated through the relevant awarding body's recognition of prior learning (RPL) procedure.

Transfer between programmes of study at TWFCG will normally be facilitated by the relevant programme leaders and the Group Principal.

## **3. Refund and Compensation**

Refund for all/ part of the fees and compensation will be made in accordance with TWFCG's Refund and Compensation Policy and Student Protection Plan (available on the website).

## **4. Advice and Support**

In the event of a transfer to or from TWFCG, advice and support will be available to students individually or collectively. In the first instance, advice is available from the relevant programme leader.

In the event of transfer between programmes of study at the College, advice and support will be available to students individually or collectively. In the first instance, advice is available from the relevant programme leader(s).

## **5. Feedback and Contacts**

If you have any insights, concerns or feedback in relation to transfer arising under the Student Protection Plan, please contact the Group Principal, using the following email: [info@windsor-forest.ac.uk](mailto:info@windsor-forest.ac.uk)

If you wish to discuss any transfer independently of a particular curriculum area, contact the College's Admissions Team, by email: [admissions@windsor-forest.ac.uk](mailto:admissions@windsor-forest.ac.uk) Additionally the Group Principal can be contacted on email: [info@windsor-forest.ac.uk](mailto:info@windsor-forest.ac.uk) should any questions arise relating to a transfer.