

Higher Education Student Transfer Arrangements

Introduction

We welcome enquiries from students who wish to transfer into the College and will also work to try to achieve a positive outcome. We understand you may change your mind or circumstances change which means you need to change where you are studying or the programme you are on. If this applied to you, we will support you through the process.

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. A student transfer is defined within Section 38 of the Higher Education and Research Act.

This document sets out our institutional arrangements for students to transfer between providers. It covers arrangements for students transferring out and for those transferring into City of Bristol College. It also covers arrangements for students transferring to other programmes within City of Bristol College.

Student transfer, for the purposes of this document includes:

- a) Transfer into City of Bristol College from another provider
- b) Transfer between courses at City of Bristol College
- c) Transfer to another provider from City of Bristol College
- d) Transfer triggered by the College's Student Protection Plan

Transfers into City of Bristol College

City of Bristol College welcomes enquiries from students who wish to transfer into the College and will work to try to achieve a positive outcome where possible and within Regulations.

If you are a student looking to transfer to the College we will consider:

- a) Whether you meet our minimum academic entry requirements for the course
- b) If appropriate, we will take completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through the Accreditation for Prior Learning Process. You will need to provide a transcript from your current provider.
- c) If there are places available on the course being requested.
- d) The point in the year in which the transfer request is being made. This is because it can be very difficult to catch up on missed delivery. The two periods where transfer in is acceptable are within the first two weeks of a teaching block commencing; and at the end of the year when a decision about progression to the next stage has been made. Where this is not possible we may suggest that an interruption of studies be taken until the next academic year. Where the transfer is between two programmes which are sufficiently similar then the transfer may be allowed outside of these two windows.

Transfers between College programmes

If you are requesting to transfer between courses we will consider

- a) completed credit, level attained, or other study undertaken into consideration, as appropriate. We would advise you to speak to the Programme Lead for the course you are interested in.
- b) The point in the year in which the transfer request is being made. This is because it can be very difficult to catch up on missed delivery. The two periods where transfer in is acceptable are within the first two weeks of a teaching block commencing; and at the end of the year when a decision about progression to the next stage has been made. Where this is not possible we may suggest that an interruption of studies be taken until the next academic year. Where the transfer is between two programmes which are sufficiently similar then the transfer may be allowed outside of these two windows.

Transfer between courses at the College will normally be facilitated by the Senior HE Registrar. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by their current and intended Programme Leaders in conjunction with the relevant Head of Department.

Transfer out of City of Bristol College

You may decide to transfer to another provider and we would facilitate transfer to another Higher Education provider for you to complete your studies.

Should transfer to another provider be necessary we will support arrangements to:

- a) 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.
- b) Provide a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Fee Policy, available [here](#)

Transfer out of City of Bristol College will be facilitated by the Senior HE Registrar.

Transfers triggered by the College's Student Protection Plan

As a consequence of events outlined in our Student Protection Plan, a student may need to be transferred to another provider. This may include, but is not limited to:

- a) Course or discipline closure
- b) Institutional closure
- c) Loss of designation
- d) Loss of accreditation
- e) Student-led withdrawal

The Principal (or their nominee) will establish a Student Protection Implementation Team appropriate to transfer and will 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, the responsible manager for the plan (normally the Assistant Principal for FE and HE or nominated academic coordinator), the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

Refund and Compensation

Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Fee Policy

Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the Fee Policy.

Advice and Support

In the event of a transfer in or out of the College, advice and support will be available to students individually or collectively. In the first instance, advice is available from the Senior HE Registrar.

In the event of transfer between courses at the College, advice and support will be available to students individually or collectively. In the first instance, advice will be available from the current programme leader.

Review frequency: annually

Lead officer: Senior HE Registrar

Senior Manager Responsible: Assistant Principal for FE and HE

Date approved: June 2021