

	Student Transfer Policy
PURPOSE	To set out the processes for transfer of students either to or from Degree Studies at West Suffolk College or between courses at Degree Studies at West Suffolk College
SCOPE	This policy applies to all full time or part time students of Degree Studies at West Suffolk College unless they are covered by the policy of their awarding institution.
RESPONSIBILITY	Executive Dean for Higher Education at West Suffolk College

Principles

1. Degree Studies at West Suffolk College will ensure an inclusive approach to applicants for, and students of higher education. The College will consider students' experiences and qualifications and assess the sufficiency and relevance to the course a student wishes to transfer to.

Introduction

2. Degree Studies at West Suffolk College recognises that the initial selection of a course and institution is a major decision for all students, with many factors needing to be taken into account. Furthermore, Degree Studies at West Suffolk College also understands that, in some cases, students' needs and aspirations may change over time, which may result in a desire to change courses and / or institution.
3. Student transfer, for the purposes of this document includes:
 - a. Transfer triggered by the College's Student Protection Plan
 - b. Student-led transfer to another provider from Degree Studies at West Suffolk College
 - c. Transfer to Degree Studies at West Suffolk College from another provider
 - d. Transfer between courses at Degree Studies at West Suffolk College
4. In the event of a) above, we aim to teach out all current students on their original course, but where this is not possible, we will provide students with support, advice and guidance to facilitate an appropriate transfer.
5. In the event of b) above, we will provide students with support, advice and guidance to facilitate a transfer to a course elsewhere that is more appropriate for them.

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6. In the event of c) above, we will facilitate transfer of students from other providers to Degree Studies at West Suffolk College where we may be able to offer a suitable alternative course, in order for students to complete their studies. Please see the section, Transfer into Degree Studies at West Suffolk College, below for further information.
7. In the event of d) above, we will facilitate transfer to a suitable alternative course for existing Degree Studies at West Suffolk College students, as appropriate. Please see the section below, entitled Transfer between Degree Studies at West Suffolk College Courses.
8. In the cases of scenarios b), c) and d), for first year's, student transfers will not normally be sanctioned after the second week of the academic year. For students progressing to Year 2, or Year 3, of programmes, we would expect such transfers to take place before the start of the next academic year (and in exceptional circumstances within the first week of the new academic year)
9. This plan is available to all current and potential students and is reviewed annually.

Student Transfer triggered by the Student Protection Plan for Degree Studies at West Suffolk College

10. The Executive Dean Higher Education (or their designated nominee) will establish a Student Protection Implementation Team appropriate to the transfer and will oversee the production by this team of a Student Protection Implementation Plan. This plan sets out the details of the reasons for the implementation plan, the responsible manager for the plan (normally this is expected to be the Executive Dean Higher Education, or their nominated senior academic manager), details of the risks identified and likely implications for students; the communication, support and advice plan for students and the timescales involved.

Transfer Out of Degree Studies at West Suffolk College

11. As a consequence of events outlined in our Student Protection Plan, or a student decision to transfer, we would facilitate transfer to another Higher Education provider for the student to complete their studies. 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
12. 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. Receive a refund for all/part fees, where transfer of completed credit is not possible, in accordance with the College's Regulations.

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13. Transfer out of Degree Studies at West Suffolk College, as a consequence of events outlined in the Student Protection Plan, will be handled by our Executive Dean Higher Education, or nominated deputy, and facilitated by our HE Office.

14. A Student-led request to transfer out of Degree Studies at West Suffolk College, will initially be handled by the appropriate Course Leader, working with their Pastoral Support Tutor, to both understand the reasons for the request, and to ensure that the student is aware of the likely processes that will be applied elsewhere to ensure the applicants suitability to enrol with the other higher education provider. The transfer process itself will be facilitated by the HE Office.

Transfer to Degree Studies at West Suffolk College

15. 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:

- a. 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 our College's admissions and Recognition of Prior Learning (RPL) processes.
- b. 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 processes for Admissions and Recognition of Prior Learning (RPL).

Transfer between Degree Studies at West Suffolk College Courses

16. As a consequence of students requesting to transfer between courses at the college we will consider:

- a. Transfer of students between courses at Degree Studies at West Suffolk College will normally be handled initially by the HE Office working with both the current Course Leader and the proposed Course Leader, to accept the transfer, and will be subject to sufficient space being available on this course, and 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.

Refund and Compensation

17. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Regulations (see paragraph 10a to 10d above).

18. Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the College's Regulations.

Advice and Support

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

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(for external students) and the appropriate Course Leader / Personal Support Tutor for your current course (for existing students).

20. In the event of transfer between courses at the College, advice and support will be available to you individually or collectively. In the first instance, advice will be available from your current Course Leader, your Personal Support Tutor and Independent advice and support is available from the Information Advice and Guidance team.

Feedback and Contacts

22. If you have any views, concerns or feedback in relation to transfer arrangements arising under the student protection plan, please contact the HE Office, at degreestudies@wsc.ac.uk
23. The contacts for any enquiries about Student Transfer is degreestudies@wsc.ac.uk

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