

Quality Assurance

Procedure Title: Lakes College Student Transfer Policy (Higher Education)

Procedure Ref: AP8GS/SP113

Approved By: Karen Wilson

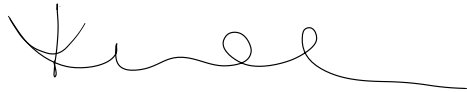
Responsible Person: Mark Birschel

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Approval date: 03/03/2021

Signature:



1. Statement of Intent

The purpose of this Policy is to set out the necessary institutional arrangements that enable Higher Education student transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.

The Policy informs the College's students and staff of the principles governing student transfer and ensures compliance with key Higher Education regulations/policies within the college including, Admissions, Assessment, Fees, Recognition of Prior Learning (RPL), Fees Policy and Student.

It is the College's aim to ensure that Higher Education students are able to continue on their current courses wherever possible. Where this is not possible, the College will facilitate an appropriate transfer.

Student transfer for the purpose of this Policy is defined as:

- a) Transfer between courses at Lakes College initiated by a student.
- b) Transfer to another provider from the College initiated by a student.
- c) Transfer to the College from another provider initiated by a student.
- d) Transfer to another course or provider initiated by the College

a. Transferring to another Lakes College Higher Education course

Students at Lakes College may be able to transfer to another course within the college. For example, this may be to study for a different award, change to a new specialism or an alternative course within the current department.

It is important to note that there is no automatic right to transfer and that, in the first instance, students will need to discuss this as a 'proposal' with existing Course Leaders to consider the following:

- Look at details of desired course including units, assessment requirements and how this links to the intended career pathway
- Consider whether the entry requirements of the new course are met
- Consider any practical aspects such as timetable requirements
- Visit the destination department and discuss the proposal with the Course Leader from that department
- Consider any fee liability implications making reference to the College Fee Policy
- Consider any contextual reasons for the transfer such as personal circumstances

b. Transferring to another course with another Higher Education provider

Students may also want to transfer course to another Higher Education provider. This is, again, possible but in addition to ones notes above, there are further factors that may need to be taken into account:

- There may be a financial implication depending on how far into your Lakes College course the student is and whether any fee payments can be refunded for use on the new course at the new provider. In all cases, the College Fee policy must be consulted
- Where achieved, students will be credited with credits but transfer of this is also dependent on the destination institution allowing and accepting this

c. Transferring from another Higher Education provider to Lakes College

It is also possible for a student at another Higher Education provider to join a course at Lakes College.

The criteria in 1 and 2 above must be taken into account and in the first instance this needs to be discussed with your existing provider/Course Leader especially around financial and credit implications as well as investigating thoroughly the Lakes College course which may include contacting the Admissions team at Lakes college.

d. Transfer to another course or provider initiated by the College

Where a Lakes College Higher Education course closes prematurely and a student is disadvantaged by having to transfer course or provider for continuation, we will consider compensating such students in respect of tuition fees and/or maintenance costs.

This will be assessed on an individual basis by the Deputy Principal. (See the college [HE Fees Policy](#), Page 22) and forms part of the college [Higher Education Student Protection Plan](#).

1. Advice and Support

In the event of an individual student transfer either initiated by the student or the College, advice and support will be provided by Course Leaders, department heads (where course closure may happen) and also the College Student Services Admissions team.

Supporting Policies, Procedures & information

- [Admissions Policy](#)
- [Fees Policy](#)
- [Recognition of Prior Learning \(RPL\)](#)

2. Introduction

Lakes College West Cumbria is registered as a Higher Education provider with the Office for Students. As such, we are required to publish student transfer arrangements in accordance with the Office for Students Regulatory Framework 2018.