

Student Transfer Policy and Procedure (HE)

Policy number:	CQ004	Policy Owner:	Head of Faculty Higher and Adult Education
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	Committee		June 2025
	Board		
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External website:	Yes	Status:	Active
Linked policies/ documents	<ul style="list-style-type: none"> Student Protection Plan 		

Policy Summary

Newbury College provides a clear and fair policy to manage student transfers within the college, to other providers, and from other institutions, ensuring transparency and support throughout the process.

Student Transfer Policy and Procedure (HE)

1. Policy Statement and Purpose

Newbury College aims to be clear, fair and transparent in its management of student enrolment and learning agreements. In addition to this, The Office for Students 'Regulatory Framework Condition F2 requires all registered providers to publish information about its arrangements for a student to transfer.

Purpose

There are a wide range of reasons that may require a student to transfer between programmes or institutions. This policy explains the arrangements at University Centre Newbury and Newbury College to support the following student transfers:

- Transfer internally between College Courses.
- Transfer to other internal or external provision implemented by the 'Student Protection Plan'.
- Transfer to another provider from Newbury College.
- Transfer from another College to a course at Newbury College.

2. Student considerations prior to transfer

Transferring to a different qualification or different Higher education provider may impact on:

- Funding arrangements
- Agreements in place with employers to support or fund the course.
- Whether further work is needed to meet the expectations of the new course or provider.
- The relevance of any completed study to the new course.

Learner Services at the College will provide guidance and support to assist you in preparing for and making a transfer. Reference may also be made to:

- [Student Finance England](#) to identify implications for any HE Loan arrangements taken out.
- The Course Leader will obtain current details of any completed units and assessed outcomes which may be required to obtain admission to the new course.
- Those studying in the UK on a Tier 4 visa should refer to [UKVI guidance](#) to ensure that the terms of the visa support the transfer.
- Any transfer whether within the College or between another provider and Newbury College will consider any achievements made to date where relevant to the new course and will follow the policy for Recognition of Prior Learning (RPL) in this process. This may enable achievements made to that point to be used to award credits and/or units towards the new qualification.

2.1 Transfer between two Newbury College courses

2.1.1 A student wishing to transfer between two courses at the College should:

- Discuss the transfer with their current Course Leader and Curriculum Manager and Curriculum Manager who will:
 - address any issues that may have triggered the request

- Collate and provide documentation needed to arrange the transfer e.g. A transcript of completed units giving levels, credits and graded outcomes.
- Provide other relevant advice e.g. the timing of the transfer.
- Meet with the Course Leader and Curriculum Manager of the proposed new course to:
 - Discuss suitability for transferring to the new course.
 - Obtain full information on the proposed course
 - Identify information they will need to facilitate the transfer
 - Arrange for the completion of an application form and an interview to document and confirm suitability and availability of a place.
 - Explain any likely implications of the transfer.
 - Complete the documents required by MIS to facilitate the transfer

2.2 Transfer to other internal or external provision implemented by the ‘Student Protection Plan’

2.2.1 The Student Protection Plan identifies a range of situations that may prevent the continuation of a course at Newbury College. If the Student Protection Plan is implemented, the College will arrange and support transfers to another Higher Education provider so that students are able to complete their studies.

2.2.2 In line with the Student Protection Plan the Curriculum Manager and Head of Faculty will collate and provide documentation needed to facilitate the transfer e.g.

- A transcript of completed units giving levels, credits and graded outcomes.
- Awarding body registration codes that may be needed to continue the same qualification or progress to the next level of the qualification at another provider.

2.3 Transfer to another provider from Newbury College.

2.2.3 The student should discuss the transfer with their current Course Leader and Curriculum Manager who will:

- Address any issues that may have triggered the request
- Collate and provide documentation needed to facilitate the transfer e.g.
 - A transcript of completed units giving levels, credits and graded outcomes.
 - Awarding body registration code that may be needed to continue the same qualification or progress to the next level of the qualification at another provider.
- Provide other relevant advice e.g. the likely implications of the timing of the transfer.
- Provide information to the new provider of the fees that have been paid.

2.4 Transfer from another college to a course at Newbury College

Students/ Applicants intending to transfer to Newbury College should have an initial discussion with the Course Leader of the proposed course, to identify the time frame, suitability of the course to be transferred to any possible issues that may arise from the timing of the transfer and the funding arrangements.

If the initial discussion indicates that any issues can be managed, the application and enrolment procedures of Newbury College should be followed, starting with:

- Completion of an application form

- Follow the admissions process (See Student Recruitment policies).
- Participate in an interview where, if offered a place, the applicant will be able to share their awarding body registration number so that this can be transferred to Newbury College along with any prior achievement of units, credits and grades.
- Copies of assignment or unit/module tasks and assessment feedback, to facilitate any necessary recognition of prior learning (RPL).
- Clarify the fees or funding that have already been paid and ensure there are sufficient funds to cover tuition.

2.1.2 A reference may be requested from the provider that the applicant is transferring from. References may also be requested from the employer of an apprentice or employer funded applicant.

3. Appeals

3.1 Outcomes following completion of the transfer application procedure may result in:

- The offer of a place on the course and year applied for.
- The offer of a place on the course and year applied for subject to set conditions e.g. the completion of additional assignments or tasks to meet entry requirements which cannot be recognised from prior learning.
- The application is rejected due to prior learning being unsuitable to meet the entry requirements of the course/year of the course to be transferred onto.

3.2 An appeal may be submitted if the applicant considers that relevant prior learning has been overlooked resulting in either:

- An offer of a place subject to set conditions
- A rejection of the transfer application

4. Points of information for students.

4.1 Newbury College Information Services desk

Email: info@newbury-college.ac.uk

TEL: 01635 845000

4.2 Student Finance England

Web Address: <https://www.gov.uk/apply-for-student-finance>

Mail: Student Finance England

PO Box 210

Darlington

DL1 9HJ

4.3 Home Office guidance on Tier 4 points based Visa guidance

GOV.UK. (2020). *Guidance on applications for UK Tier 4 student visas*. [online]

Available at: <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student> [Accessed 13 Jan. 2020].

6.4 The Office of the Independent Adjudicator for Higher Education (OIA)

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. Newbury College is a member of this scheme. If you are unhappy with the outcome, you may be able to ask the OIA to review your appeal. You can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here: <https://www.oiahe.org.uk/students>.

You normally need to have completed this Transfer Procedure before you complain to the OIA. Newbury College will send you a letter called a "Completion of Procedures Letter" when you have reached the end of our processes and there are no further steps you can take internally. If your appeal is not upheld, Newbury College will issue you with a Completion of Procedures Letter automatically. If your appeal is upheld or partly upheld, you can ask for a Completion of Procedures Letter if you want one. You can find more information about Completion of Procedures Letters and when you should expect to receive one here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

7. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation.

Reviewed: June 2025

Next review date due: August 2026