



# Student Transfer plan 23/24

## Context

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. The purpose of the plan is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers.

All references to 'the college' refer to Gateshead College.

## Introduction

This document sets out the college's arrangements for students to transfer between providers. It covers arrangements for students transferring out and for those transferring in to Gateshead College.

Student transfer, for the purposes of this document includes:

1. Transfer triggered by the College's Student Protection Plan
2. Transfer to another provider from the College
3. Transfer into the College from another provider
4. Transfer between courses at Gateshead College

In the event of 1) and 2), above, we will firstly aim to support students in completing their current academic year of their original course, where this is not possible, we will facilitate an appropriate transfer.

In the event of 3), above, we will facilitate the transfer of students from other providers to the College where we may be able to offer a suitable alternative course in order for students to complete their studies.

In the event of 4), above, where possible, we will facilitate transfer to a suitable alternative course, as appropriate.

## **Transfer out of Gateshead College**

In line with the college's student protection plan, or a student decision to transfer to another provider, the college will facilitate a transfer to another Higher Education provider to enable a student to complete their studies. This may include one of the following ways:

1. Course closure
2. College closure
3. Loss of accreditation
4. At the students request (student-led withdrawal)

This list is not exhaustive

If a transfer to another provider is necessary the college will support arrangements to:

1. Receive a refund for all or part fees where completed credit or transfer is not possible, in accordance with our fees and refunds policy.
2. Confirm for the student any completed credit, study undertaken to date, or level attained to enable the student to transfer to another provider immediately or at a later date.

## **Transfer in to Gateshead College Higher Education.**

The College will consider the admission of students from other institutions who have been on a similar course, the level of qualification they have attained previously or any other appropriate studies the student may have taken previously.

The College will also consider the admission of students on to an alternative taught course. Completed credits, previous levels of qualifications attained, in line with the appropriate awarding body, or other appropriate studies will be taken in to consideration when reviewing the application to transfer in to the college from a prospective student.

## **Transfer between Gateshead College courses.**

When students request to transfer between courses at the College, the college will consider the following:

The transfer of students who have been on a similar course, the level of qualification they have attained previously or any other appropriate studies the student may have taken previously.

The transfer of students on to an alternative taught course. Completed credits, previous levels of qualifications attained or other appropriate studies will be taken in to consideration when reviewing the application to transfer.

Transfer between courses will be facilitated by the appropriate Curriculum Leaders and the College's Admissions Team.

## **Refund and Compensation**

For all refunds of full/part tuition fees the College's fees and refunds policy applies.

## **Advice and Support**

Support and advice are available to learners who wish to transfer in or out of the college through the College's Student Services Department, the Admissions and Curriculum Teams. The College employs impartial Careers Advisers who can be contacted via the college's website.

## **Feedback and contacts**

If you would like to contact any of the staff at the college about your views or concerns about student transfer arrangements please contact the Head of Student Services by emailing [Darren.heathcote@gateshead.ac.uk](mailto:Darren.heathcote@gateshead.ac.uk)

For support with student finance queries please contact [support.funds@gateshead.ac.uk](mailto:support.funds@gateshead.ac.uk)

For support in making decisions on transferring programmes please email [career.guidance@gateshead.ac.uk](mailto:career.guidance@gateshead.ac.uk)