

## **Course Transfer Arrangements for Incoming and Outgoing Students at Brit College**

### **Introduction**

1. Brit College has established the following procedures for students seeking to transfer from the College to another provider (outgoing students) and students seeking to transfer to the College from another provider (incoming students).

### **Incoming Students**

2. The College does not normally accept incoming students to seeking to transfer on to a course after the commencement of that course. Incoming students are expected to apply at the start of the academic year for the relevant course of study. The College will evaluate the incoming students' relevant prior learning under its Recognition of Prior Learning (RPL) policy to determine what if any recognition of academic credit could be applied. Any such RPL will be evaluated in the context of the relevant awarding body regulations, the academic requirements of the course of study and relevant College policies.
3. Incoming students are expected to complete the College on-line application form and provide relevant supporting documentation and references. A transcript providing details of academic credits obtained and appropriate course units completed with another provider should be supplied by the incoming student where appropriate.
4. The College application and admissions policies and procedures will be applicable for all incoming students to ensure that the College recruits with integrity and complies with all relevant statutory and awarding body requirements.

### **Outgoing Students**

5. The College recognises that Students should have the choice to transfer to another provider if they wish to do so. The College will endeavour to support and encourage students to complete their course of study with the College, but will provide appropriate assistance to students seeking to transfer to another provider.
6. This assistance will include providing a College transcript of academic units undertaken and completed by the student and any academic credits obtained by the student. The transcript will also provide details of what course the student

enrolled on at the College along with the duration and relevant dates for the period for that course of study.

7. A transfer letter or transcript will be prepared on receipt of a written request from the outgoing student, usually within three (3) working days. A transfer letter or transcript cannot be prepared without written authorisation from the ongoing student to do so, in accordance with GDPR requirements.
8. The College cannot provide a personal reference or endorsement for individual students. Outgoing students may request that academic staff members provide a supporting statement, reference and/or endorsement in a personal capacity.
9. The College student welfare and well-being staff will also provide support to students, where requested, to help them make an appropriate informed choice of educational provider.

#### **Transfer of students under Student Protection Plans (SPP)**

10. The College has formal and informal links with other Higher Education Institutions (HEIs), and will endeavour to support the transfer of students under student protection plans to maintain students in Higher Education and minimise disruption to their studies wherever possible.
11. The College recognises that any transfer arrangements under a SPP must be led by student choice. It will be for the student to decide if they wish to transfer and to what course at which HEI, and to decide whether or not to accept any offer made.
12. The College also recognises that it will be for the relevant HEI to determine if they are able to make an offer to a particular incoming student and what that offer will entail.

#### **Placement of Incoming Students**

13. Where the College is contacted by a provider seeking to place students with another provider under their SPP, the College will seek to assist if possible.
14. The College will request relevant information from the outgoing provider to support an application, and will ensure that the student has given prior written consent for the transfer of their information for that purpose.

15. The College will evaluate applications against entry criteria for relevant courses and make an appropriate evaluation for Recognition of Prior Learning, and academic credits previously achieved by the incoming student.
16. If the College has a place available on an appropriate course for which the incoming student is considered eligible the College may deem the application to be successful and make an offer to incoming student. It will then be for the incoming student to decide whether or not to accept that offer.
17. If the College does not have available places and/or does not consider that the student meets the required eligibility requirements, the College will not make an offer to the incoming student and will deem their application as unsuccessful.
18. The College will organise consultation and engagement meetings with potential students as appropriate, to provide potential incoming students with information about the College, its courses and its applications and admissions procedures.
19. The College will endeavour to provide a transparent and informed transfer process for potential incoming students. The College will seek to provide accurate and timely information for potential students, and will apply its policies and procedures to ensure that it recruits with integrity.

### **Placement of Outgoing Students**

20. If the College is seeking placements for Outgoing Students under its SPP, the College will seek the assistance of other HEI's to find suitable course places.
21. The purpose of this process will be to offer students suitable choices to continue their education and minimise disruption to their studies.
22. It will be for the relevant HEIs to determine if they can offer suitable places to accommodate the outgoing students. It will, however, be for the outgoing students themselves to decide whether or not to accept any offers of course placements received.
23. The College will facilitate contact between outgoing students and HEIs under its SPP to assist the students in making an informed choice. The College cannot guarantee that any offers will be made or accepted, nor can it accept any liability

in this respect. The College will endeavour to act as an “honest broker” between the parties to assist outgoing students to find a suitable course placement.

24. Where appropriate the College will arrange consultative meetings for outgoing students and provide an opportunity for HEIs to present information about themselves and available courses to potential applicants.
25. The College will provide data transfer and consent form on request from ongoing students. The form will provide relevant information regarding the student to a designated HEI in support of an application for a course place, in compliance with GDPR requirements.
26. The purpose of the form is to facilitate the transfer of relevant application information held by the College to another provider to expedite an application to transfer an outgoing student to that provider under the College Student Protection Plan.
27. In accordance with GDPR requirements the College will not provide any student information without the express written consent of the student.
28. The form is for information transfer purposes and does not in any way constitute an agreement to transfer a student, an offer of a place, or acceptance of an offer. Any agreements, offers and/or acceptance must be separately agreed between the students and the HEIs.
29. The College will assist students to transfer to another provider and course by providing relevant information with the consent of the student, without prejudice or liability.
30. The College will provide factual information relating to the students course of study and enrolment at the College. The College cannot provide academic references and/or endorsements for students. Students should contact a relevant member of academic staff to provide a reference or endorsement in a personal capacity.

### **Student Finance Arrangements**

31. The College will inform SLC if courses are suspended or discontinued. In these cases the College will not be able to give a confirmation of attendance to the SLC. The College will also liaise with SLC regarding tuition fees for incoming students.
  
32. Outgoing and incoming students should contact the SLC directly to inform them of any changes to their courses or provider in regard to student support payments from the SLC. Full guidance on this matter is available from the UK government Student Finance website at: <https://www.gov.uk/student-finance>

