

# Student Transfer Policy

<b>Responsible post holder</b>	<b>Group Principal &amp; CEO &amp; Deputy CEO &amp; Principal</b>
<b>Approved by / on</b>	<b>SLT September 2025</b>
<b>Next Review</b>	<b>October 2026</b>
<b>Relationship to Strategic Goal</b>	<b>To establish a University Centre structure that empowers accountability and fosters a culture that supports a career pathway approach throughout the college</b>
<b>Publication Method</b>	SharePoint and Website

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## 1. Introduction

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 (condition F2). A student transfer is defined within section 38 of the Higher Education and Research Act.

## 2. Purpose of the Policy

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

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

- a) Transfer to another provider from LSEC initiated by a student.
- b) Transfer to LSEC from another provider initiated by a student.
- c) Transfer between courses or modes of study at LSEC initiated by a student.
- d) Transfer as a result of the initiation of LSEC's Student Protection Plan.

## 3. Policy Statement

### 3.1. Transfer to another provider from LSEC

Should the transfer to another provider be initiated by a student LSEC will:

- a) Confirm any completed credit, level attained or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript or record of progress. Eligibility for an intermediate award would be determined in accordance with the relevant Assessment Regulations and the relevant partner HEI.
- b) Use the liability periods, published in Appendix 2 of the Tuition Fee Payments & Other Charges policy, to calculate any payments due or to be refunded should a student withdraw from LSEC.

### 3.2. Transfer to LSEC from another provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, LSEC will consider:

- a) The admission of a student on to a similar course in a similar area or an alternative award, considering completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through LSEC's Admissions Policy for taught awards and, where appropriate, the Recognition of Prior Learning Policy.

### 3.3. Transfer between courses or mode of study at LSEC

As a consequence of a student initiating a transfer between courses LSEC will consider:

- a) The transfer of a student on to a similar course in a similar area or an alternative award, taking completed credit, level of study and other previous study into account, as appropriate and, where appropriate, the Recognition of Prior Learning Policy.
- b) Use the liability periods, published in Appendix 2 of the Tuition Fee Payments & Other Charges policy, to calculate any payments due or to be refunded should a student withdraw from LSEC.

### **3.4. Transfer as a result of the initiation of LSEC's Student Protection Plan**

LSEC is committed to teaching-out any students studying on courses or modules that are planned for future closure. The risk to students' continuity of study is considered to be moderate, as the College has arrangements with all its validating partners and awarding bodies where practice is to 'teach out' programmes which are closing to ensure that students receive the degree that they registered for.

In the improbable event that the continuation of study cannot be sustained, the College will support the student in transferring to an alternative provider and/or will, as appropriate, refund or compensate the student.

### **4. Refund and Compensation**

LSEC's policy on refund and compensation details the college's position in the event that a student initiates a transfer or a course is discontinued by the College. Refer to the HE Refunds and Compensation Policy & Procedure and the Student Protection Plan - the links are provided below for more information.

### **5. Advice and Support**

In the event of an individual student transfer, academic advice and support will be available via the Programme Leader, Curriculum Manager or HE Admissions Registrar. In the event that LSEC's Student Protection Plan has been activated, advice and support will be available collectively from the appropriate Curriculum Manager and the Director of Higher Education.

### **6. Related Documents**

Further information about relevant regulations and policies are provided in the links below and on the college website:

- ✦ [Tuition Fees, Payments & Other Charges Policy](#)
- ✦ Student Protection Plan
- ✦ [Admissions Policy & Procedures](#)
- ✦ [Higher Education Refunds and Compensation Policy](#)