

# **Student Transfer Plan**

## **Background**

1. 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 transfer to a different course or provider (incoming or outgoing) and to facilitate student transfer. All references to 'the College' in this document refer to Leeds College of Building.

## **Introduction**

2. This document sets out our institutional arrangements for students to transfer to a different course or provider. It covers arrangements for students transferring out and for those transferring into Leeds College of Building. It also supports students seeking transfer to another course at Leeds College of Building.
3. Student transfer, for the purposes of this document includes:
  - a) Transfer to another provider from Leeds College of Building
  - b) Transfer into Leeds College of Building from another provider
  - c) Transfer between courses at Leeds College of Building
4. In the event of 3a) we will firstly aim to teach out all current students on their original course; where this is not possible, we will facilitate an appropriate transfer to another appropriate course or provider.
5. In the event of 3b) above, we will facilitate transfer of students from other providers to Leeds College of Building where we may be able to offer a suitable alternative course for students to complete their studies.
6. In the event of 3c) above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses below.
7. This plan is available to all current and potential students and is reviewed annually.

## **Transfer out of Leeds College of Building**

8. If a student decides to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies. This may include, but is not limited to:
  - a) Course or discipline closure
  - b) Institutional closure
  - c) Loss of designation
  - d) Loss of accreditation
  - e) Student-led withdrawal

9. Should transfer to another provider be necessary we will support any issues around fees. Please see the College's Fee Policy.
10. Transfer out of Leeds College of Building will be facilitated by Admissions and/ or the home Faculty.

### **Transfer into Leeds College of Building**

11. As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the College, we will consider:
  - a) Admission of students onto a similar course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate
  - b) This will be facilitated through our admissions processes.
  - c) Admission of students onto an alternative taught course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Admissions.

### **Transfer between Leeds College of Building Courses**

12. As a consequence of students requesting to transfer between courses at the College we will consider:
  - a) Transfer of students onto a similar course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate.
  - b) Transfer of students onto an alternative course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate.
13. Transfer between courses at Leeds College of Building will normally be facilitated by the receiving School for current students with advice and support from Admissions where required. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by the relevant Faculty.

### **Refund and Compensation**

14. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Fee Policy.
15. Compensation for tuition and maintenance costs where students are required to transfer courses or provider are in accordance with the applicable fee policy.

### **Advice and Support**

16. For current Leeds College of Building students in the event of a transfer out of the College, advice and support will be available for students as outlined above. In the first instance, advice is available from the relevant Faculty or Student Services.

17. For students seeking a transfer into the College, information is available on the College's website.
18. In the event of Leeds College of Building students seeking to transfer between courses at the College, advice and support will be available to you. In the first instance, advice will be available from your current Course Teaching Team. Information on course transfer and the implications for student funding is available from Student Services.

### **Feedback and Contacts**

19. If you have any views, concerns or feedback in relation to transfer arrangements, please email Admissions: [info@lcb.ac.uk](mailto:info@lcb.ac.uk)
20. Contacts for other enquiries about Student Transfer are:

For Leeds College of Building students seeking a transfer to another provider for a taught award, please contact your Course Teaching Team in the first instance. Transfer into Leeds College of Building from another provider for a taught award, please contact Leeds College of Building Admissions: [info@lcb.ac.uk](mailto:info@lcb.ac.uk)