

Higher Education Student Protection Policy

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Author:	Assistant Principal - Chris Tunningley
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Approved and authorised by:	

To support our commitment to Sustainable Development Goals, the policy has identified three SDG's it is working towards. The full list of SDGs can be found here - [THE 17 GOALS | Sustainable Development \(un.org\)](https://un.org/sustainabledevelopment/the-17-goals/)
Please identify the goal, a target and current position.

Goal	Target	Current position
4 Quality of Education	1	2

1. Sector leading
2. On target
3. Below target
4. Not started

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Higher Education Student Protection Policy

In accordance with Office for Students (OfS) Regulatory Requirements.

1. Introduction

Leeds College of Building University Centre (LCBU) is committed to safeguarding the interests of its Higher Education (HE) students. This Student Protection Policy outlines the College's approach to mitigating risks that may affect students' continuation and completion of study, in compliance with the OfS Condition C3 (Student Protection Plans).

2. Purpose

This policy sets out measures to protect students in the event of material change, course closure, institutional closure, or other significant disruptions to study. It ensures continuity, transparency, and fairness.

3. Scope

This policy applies to all current and prospective HE students at LCBU, including those on programmes delivered in partnership with awarding bodies and franchise partners.

4. Principles

- Commitment to student interests and academic outcomes
- Transparent communication and consultation with students
- Fair treatment and reasonable support in the event of disruption
- Timely implementation of mitigation plans
- Compliance with OfS regulatory requirements

5. Risk Assessment and mitigation

LCBU conducts an annual risk assessment to identify potential threats to HE course delivery, including:

- Course or programme closure: Managed through phased teach out or transfer support
- Loss of validation: Managed through partnership review and early renegotiation
- Campus closure or relocation: Managed with consultation and transition planning

- Withdrawal of Tier 4 licence: Compliance monitoring and early warning systems
- Institutional closure: Business continuity planning and collaboration with partners

6. Protection measures

If a risk is identified or materialises, LCBU will:

- Teach out the course for current students where possible
- Support transfer to a comparable course at LCB or another provider
- Refund tuition fees in line with the College's HE Fees and Refund Policy
- Offer academic transcripts and records to facilitate transfer or completion
- Provide individualised support, especially for vulnerable or disadvantaged students

7. Communication and consultation

Students will be informed of material changes promptly and consulted where appropriate.

Communication will be clear, accessible, and timely through email, website updates, and meetings.

8. Refunds and compensation

In the event of course or institution closure, LCBU will implement our HE Refund and Compensation Policy, which outlines arrangements for:

- Tuition fee refunds (Full or partial dependent on course progress)
- Compensation for additional costs where deemed appropriate and reasonable
- Internal support for affected students

9. Review and oversight

This policy will be reviewed every three years or following significant incidents or regulatory changes. Student feedback and data will inform policy updates and mitigation strategies.

10. Contact and further information

For questions regarding this policy, please contact:

- LCB Quality Team
- Assistant Principal for Adults and Higher Education
- Head of LCB University Centre
- LCB Finance department