

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

Introduction

2. This document sets out our institutional arrangements for students to transfer between providers. It covers arrangements for students transferring out and for those transferring in to London Bridge Business Academy.
3. Student transfer, for the purposes of this document includes:
 - a. Transfer triggered by London Bridge Business Academy's Student Protection Plan (See point 4)
 - b. Transfer to another provider from London Bridge Business Academy (See point 5)
 - c. Transfer into London Bridge Business Academy from another provider (See point 6)
 - d. Transfer between courses at London Bridge Business Academy (See point 7)

Considerations for any of the above

Transferring to a different institution may have implications for studies and/ or finances. Before finalising a transfer, students should consider the possible implications this may have on their Student Finance England loan arrangements (if applicable). Students are advised to contact the Student Loans Company (SLC) directly for assistance and are reminded that the SLC will not discuss personal details with the college.

Transfer triggered by London Bridge Business Academy's Student Protection Plan

4. **In the event of a) Transfer triggered by London Bridge Business Academy's Student Protection Plan**

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. The Director of Studies will be your point of contact and will oversee the transfers.

Notification, advice and support

Should the student protection plan need to be triggered you will be notified by the Director of Studies in the first instance followed by the Committee and the Student representatives who will all offer advice and support during the teach out and if needed with the transfer. To ensure we can advise and support you should we ever need to implement the teach out or transfers we have adequate reserves set aside to manage the processes of teach out or transfers.

Transfer plan if triggered would include details such as:

Responsible person: Director of Studies

Committee and students representatives their involvement and the support offered

Reasons for the implementation of the Transfer plan will be explained to all students

Risks identified and implications of this will be explained

How the risks and implications identified have been managed by London Bridge Business Academy.

In order to minimize the implications to students, after which the options generated will be explained Support and timescales for implementation of the Transfer plan will be explained

Transfer Out of London Bridge Business Academy to another provider

5. In the event of b), transfer to another provider from London Bridge Business Academy

Should transfer to another provider be necessary we will support arrangements to:

- Confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date.
This will be provided through a student transcript.

Note well : for a student – led withdrawal there will be cost obtaining the transcript from the awarding body who will be contacted for the financial cost applicable nearer to the time, this will be payable by the student prior to the transcript being ordered.

- Student led withdrawals must be planned with Director of Studies and communicated in writing to be approved and advice taken.
- Student led withdrawals must adhere to the usual terms and conditions
- Refunds and compensation please refer to the website for the Student Protection plan and for Terms and Conditions / information on fees

As a consequence of events outlined in our Student Protection Plan or a student decision 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:

- 1) Course or discipline closure
- 2) Institutional closure
- 3) Loss of designation
- 4) Loss of accreditation
- 5) Student-led withdrawal

Transfer Into London Bridge Business Academy from another provider

6. In the event of c) we will facilitate Transfer from another provider to London Bridge Business Academy

This transfer will be only considered provided we are able to offer a suitable alternative course in order for students to complete their studies.

- Admission of students would involve checking on completed credits, level attained or any other study undertaken into consideration, as appropriate.
This will be facilitated through usual student admissions processes (available on the website). An official, recent transcript identifying achievements will be required as well as documents as per the list of documents found on our documents check list (website)
- Admission of students onto an alternative taught course, this will be facilitated through our usual student admissions processes Recognition of Prior Learning Policy (available on the website)

Transfer between course at London Bridge Business Academy

7. In the event of d) t transfer between courses at London Bridge Business Academy

- Transfer of students onto a similar course, will take into account the completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning and Course Transfer
- Transfer of students onto an alternative course should it not be triggered by the Student protection plan will also take into consideration any increase in fees or costs associated with the transfer and these costs will be explained clearly to the student before the transfer is allowed.

Transfer between courses at the College will normally be facilitated by the Head of Administration and the admissions team.

- 8: Refund and Compensation Refund for all/ part of the fees and compensation will be made in accordance with the student Protection Plan and the Terms and Conditions / information on fees (both available on the website)
- 9: Advice and support on any queries regarding transfer matters to or from the college can be made by making an appointment with the Admissions team and you may email or call the London Bridge Business Academy for appointments.

The transfer plan is available to all current and potential students and is reviewed annually.