

Wakefield College Higher Education Transfer Plan

1. This document sets out Wakefield College's arrangements for higher education students to transfer between institutions or between higher education courses within Wakefield College. It covers arrangements for students transferring out of, into, and within Wakefield College. All documents referred to in this Transfer Plan are available on the [Wakefield College website](#), higher education section.
2. Student transfer, for the purposes of this document includes:
 - a. Transfer triggered by the Wakefield College **Student Protection Plan**
 - b. Transfer between Higher Education courses at Wakefield College
 - c. Transfer into Wakefield College from another higher education provider
 - d. Transfer to another higher education provider from Wakefield College.
3. In the event of 2a, 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.
4. In the event of 2b, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses (paragraph 10).
5. In the event of 2c, we will facilitate transfer of students from other institutions to Wakefield College, where we may be able to offer a suitable alternative course, in order for students to complete their chosen studies. Please see information regarding transfer into Wakefield College (paragraph 12).
6. In the event of 2d, we will facilitate Wakefield College higher education students who wish to transfer to another provider.
7. The Transfer Plan is available to all current and potential students and is reviewed annually.

Student Transfer triggered by the College's Student Protection Plan

8. The Director of Higher Education at Wakefield College will action the **Student Protection Plan** to begin the transfer process and will oversee all procedures of the implementation. This will set out the details of the reasons for the implementation.
9. Communications will include information about what will happen, and when, and regular updates will be issued when new information becomes available. Communication will be made via the method which the affected cohort deem to be most appropriate for their needs but will always be confirmed in writing. A named contact will always be assigned to the action. Advice, information and guidance will be provided to students, both collectively and individually, and all relevant service areas will be engaged in this process (for example, Finance and the Higher Education Student Support Team).

Transfer between Wakefield College Higher Education Courses

10. 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. This will be facilitated through our **Higher Education Admissions Code of Practice** and the **Higher Education Accreditation of Prior Learning Code of Practice**.
 - b. Transfer of students onto an alternative course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our **Higher Education Admissions Code of Practice** and the **Higher Education Accreditation of Prior Learning Code of Practice**.
11. Transfer between courses at Wakefield College will normally be facilitated by the Higher Education Student Support Team. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by their current and intended Programme Leaders in conjunction with the relevant Heads of Curriculum. The process will be overseen, and signed off, by the Director of Higher Education.

Transfer to Wakefield College from another Higher Education Institution

12. As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to Wakefield College, we will consider:
 - a. Admission of students onto a similar course, taking completed credit, the level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our **Higher Education Admissions Code of Practice**.
 - b. Admission of students onto an alternative course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our **Higher Education Admissions Code of Practice** and the **Higher Education Accreditation of Prior Learning Code of Practice**.

Transfer Out of Wakefield College

13. As a consequence of events outlined in our **Student Protection Plan**, or a student decision to transfer to another provider, we would facilitate the transfer to enable the student to complete their chosen 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

14. 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 is provided through a student transcript.
 - Refund all/part fees where transfer of completed credit is not possible, in accordance with our **Tuition Fees Policy** and the **Refund and Compensation Policy**.
15. Transfer out of Wakefield College will be facilitated by the Higher Education Student Support Team in accordance with the relevant **Student Protection Plan**.

Refund and Compensation

16. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our **Tuition Fees Policy** and the **Refund and Compensation Policy**.
17. Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the **Refund and Compensation Policy**.

Advice and Support

18. In the event of a transfer in or out of the College, advice and support will be available to students, individually or collectively. In the first instance, advice is available from the Programme Team.
19. Independent advice and support are available from Higher Education Student Support Team.
20. In the event of transfer between courses at the College, advice and support will be available to students, individually or collectively. In the first instance, advice will be available from the current Programme Leader and independent advice and support is available from the Higher Education Student Support Team.

Contacts and Feedback

21. If students have any views, concerns or feedback in relation to transfer arrangements arising under the **Student Protection Plan**, please contact the Higher Education Student Support Team at HE@wakefield.ac.uk
22. Contacts for other enquiries about Student Transfer are:
- Higher Education Student Support Team at HE@wakefield.ac.uk for enquiries about transfer to another provider.
 - Admissions Team at admissions@wakefield.ac.uk for enquiries about transfer into Wakefield College from another provider
 - The Programme Leader is the initial contact for transfer between courses at Wakefield College.