



## WC 32 – Student Transfer Policy

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## Introduction

Westerfield College is committed to providing a supportive and flexible learning environment that meets the diverse needs of our students. Recognising that circumstances may arise that require students to transfer to a different institution or programme within the college, we have established a Students Transfer Policy. This policy outlines the procedures, guidelines, and requirements for students seeking to transfer into, within or out of Westerfield College, ensuring a smooth transition and minimal disruption to their academic pursuits.

## Purpose

This policy sets out the necessary college arrangements to enable a student to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.

The Policy informs the college staff and students of the principles governing student transfer and ensures compliance with key regulations/policies within the college, including Admissions, Assessment, Fees, Recognition of Prior Learning, and a Student Protection Plan.

The school aims to ensure that students are able to continue their current courses wherever possible. Where this is not possible, the school will facilitate an appropriate transfer.

## Possible Transfers

- a) Transfer to another provider from the college initiated by a student.
- b) Transfer to the college from another provider initiated by a student.
- c) Transfer between courses or modes of study at the college initiated by a student.

## Scope

The Policy applies to all college staff and students, including a student wishing to transfer to the college.

## Principles

Any student has a right to request an internal or external transfer. However, in relation to internal transfer, the student does not have the automatic right to transfer to another course or mode of study. Consideration of the request will be made in line with this policy but may not be possible because of regulatory requirements, lack of the appropriate entry qualifications and/or other reasons.

The College's Fee Policy contains details on fee liability and should be consulted when a student initiates a transfer or course change. It is the student's responsibility to seek relevant advice regarding the fee implications of any requested transfer.

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## Procedure

### Transfer to another provider from the college

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

- a) Confirm any completed credit or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript. Eligibility for any appropriate exit award would be determined following the relevant Assessment Regulations.
- b) Advise and calculate any fees due in line with the Fee Policy.

### Transfer to the college from another provider

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

The admission of a student to a similar course in a cognate area or an alternative award, taking into account completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through the college's Admissions Policy where appropriate.

### Transfer between courses or modes of study at the college

As a consequence of a student initiating a transfer between courses, a change of mode of study or a change between different Westerfield College campuses, the same process will be followed. The college will consider:

Facilitation through the course change process as described in the Student Support Policy.

### Advice and Support

In the event of an individual student transfer, academic advice and support will be available via the Pathway Leader or Academic Head.

### Policy Review

This policy will be reviewed every two years by the Academic Board unless there are changes that necessitate an earlier review.

### Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by
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