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Committee approving: Academic Board

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This policy links to the following other policies

FIN_03 Tuition Fee and Charges Policy
HE_11 HE Student Protection Plan

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Student Transfer Plan

1: Background

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. This document sets out our institutional arrangements for students who wish to transfer between providers and students who wish to transfer out and for those transferring into York College. Validating partners at York College are The University of Huddersfield, The OU and Pearson.

2: Types of transfer

Student transfer, for the purposes of this plan includes:

- Transfer triggered by the College's Student Protection Plan (see 4 below)
- Transfer to another provider from the College (see 5 below)
- Transfer into the College from another provider (see 6 below)
- Transfer between courses at the College (see 7 below).

3: Considerations

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 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 staff from the College.

4: Transfer triggered by the College's Student Protection Plan

In the event of a transfer being triggered by the Student Protection Plan, the College will firstly aim to teach-out all students on their current course. If this is not possible, the Strategic

Leadership Team (SLT) will establish a Student Protection Implementation Team appropriate to the transfer, and oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the:

- Reasons for the implementation plan
- Responsible manager for the plan
- Student representatives involved
- Risks identified and likely implications for students
- Communication, support and advice plan for students
- Timescales involved.

5: Transfer to another provider from the College

As a consequence of events outlined in our Student Protection Plan or an individual student's decision to transfer to another provider, the College will facilitate transfer to another Higher Education provider for the student to complete their studies. This may include, but is not limited to:

- Course closure
- Institutional closure
- Loss of designation
- Loss of accreditation
- Student-led withdrawal

Again, the College will firstly aim to teach-out all students on their current course. Should transfer to another provider be necessary the College 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. Pearson will also be contacted to confirm achievement where appropriate
- provide a refund for all/ part of the fees (and compensation) in accordance with the Tuition Fee and Charges Policy and student Protection Plan (available on the website under HE Policies and Procedures.)

6: Transfer into the College from another provider

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:

- Admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the College's usual student admissions processes (available on the website).
- 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 usual student admissions processes Recognition of Prior Learning Policy (available on the website under HE Policies and Procedures)
- Official, transcript identifying achievements may be required as well as predicted grades as part of an academic reference for all such transfer.

7: Transfer between courses at York College

As a consequence of students requesting to transfer between courses at the College we will consider:

- 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 processes for Recognition of Prior Learning and Course Transfer.
- 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 processes for Recognition of Prior Learning and Course Transfer Policy.
- Transfer between courses at the College will normally be facilitated by the current Award Leader and the intended Award Leader, in conjunction with the Admissions team.

8: Refund and compensation

Refund for all/part of the fees and compensation will be made in accordance with the Tuition Fee and Charges Policy and Student Protection Plan (available on the website under HE Policies and Procedures).

9: Advice and support

Any queries regarding transfer to or from the college can be made by emailing admissions@yorkcollege.ac.uk or making an appointment to visit the Admissions team in person.

Queries regarding a change or course can be made by contacting the existing Award Leader and the intended Award Leader, in conjunction with the Admissions team, as indicated above.

Track Changes:

Policy: HE_Student Transfer Plan

Changes: Annual Review

Date: 26th January 2026

Main document changes and comments

Page 3: Added

21/01/2026 18:25:00

under HE Policies and Procedures.

Page 3: Deleted

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Page 4: Deleted

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(available on the website and VLE - HE Essentials).

Page 5: Added

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and VLE - HE Essentials).

Header and footer changes

Text Box changes

Header and footer text box changes

Footnote changes

Endnote changes