



STUDENT TRANSFER POLICY

Student Transfer Policy

1. INTRODUCTION

Under the regulatory framework for higher education in England we are required under Section 75 of the Higher Education and Research Act 2017 (HERA) to publish student transfer arrangements as part of the Office for Students Regulatory Framework 2018. Holy Cross University Centre (HCUC) is sensitive to the fact that student's circumstances, aspirations and long-term goals may change over time. Transfers may result from a change from:

- a. one course to another within the institution, or
- b. another provider into a course at HCUC, or
- c. a course at HCUC to on at another provider.

2. TRANSFER BETWEEN COURSES AT HCUC

Current students are required to follow the course change process; this begins with a meeting between the student and the Support Tutor. The Support Tutor will assist in completing a Liverpool Hope University *Request to Change Form*. Requests to change course will only be considered during a two week window at the start of each academic year. Students who are requesting to change course before the start of their next level of study should do so before the start of the next academic year. However, these changes will also be considered during the first two weeks of that academic year. The Support Tutor will liaise with the Admissions Team who will contact the appropriate University Faculty. There will be a careful consideration of the student's previous qualifications and experiences aligned with the entry requirements of the Subject. The Support Tutor will advise the student of the outcome of their request.

3. TRANSFERS TO ANOTHER HEI PROVIDER

3.1 Request by a student

If a student requests a transfer, the UC requires the student to follow the withdrawal process. The student must enter into discussions with the new provider about the transfer and ensure that their Support Tutor is apprised of the situation. This enables the relevant subject(s) to gather appropriate information required by the new provider in respect of the transfer. On completion of the withdrawal paperwork, Liverpool Hope University will then, as appropriate to the student's level of study,

- a. produce a final transcript of the student's academic standing;
- b. confirm eligibility (at the next University board) for an exit award as determined by the University Framework of Qualifications.

Fees will then be calculated, including charges due for payment by the student to Holy Cross. In the event of funds being due to the student, they will also be calculated (by Student Finance England) and the student refunded as appropriate. If disclosed by the student at the time of withdrawal, HC will also notify the Student Loans Company of the transfer.

3.2 Student Protection Plan

On implementation of the Student Protection Plan, the student will be supported by their Support Tutor in transferring to Liverpool Hope (main campus) or to another provider. HC does not envisage this event being likely; we are committed to teaching-out provision that is subject to planned future closure. In the unlikely event that a student is required to transfer to another provider, HC will ensure that the student is provided with the necessary policy and procedural information. The Student Protection Plan details the process to be followed when a course is closed, including information about entitlement to any refund or compensation.

4. TRANSFERS WITHIN THE NETWORK OF HOPE

Within the Network of Hope ('the Network'), a small number of students may transfer between members of the Network if

- a. each individual student is in agreement, and
- b. it is deemed to be in the individual student's best interest.

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This is decided by the College in consultation with the student and partners within the Network. This may arise, for example, if the students are taught on another campus within the Network and it is appropriate that they therefore be transferred to that institution.

5. TRANSFERS FROM ANOTHER HEI PROVIDER

In the event of a request to transfer initiated by the student, a Support Tutor will initially consider a student's application in line with the student's academic achievements and experience in relation to the application. If appropriate, the Support Tutor will consult the Liverpool Hope University's Policies on Accreditation of Prior Learning (APL) and liaise with Liverpool Hope University Admissions Department. The Admissions Department will consult with the relevant Subject Head and the Dean of Faculty who will make the decision. The Support Tutor will support suitable candidates through the process of transferring to a HC course and will keep them informed of the stage the process has reached. Students whose application to transfer is accepted after the second week of an academic year will be required to delay their transfer until the start of the next academic year.

6. RELATED POLICIES, PROCEDURES AND LINKS TO LIVERPOOL HOPE UNIVERSITY

6.1 Holy Cross University Centre

- [Admissions Guidance and Appeals](#)
- [Tuition Fee Policy](#)
- [Student Protection Plan](#)

6.2 Liverpool Hope University

- [Academic Regulations](#)
- [Accreditation of Prior Learning](#)