



Student Transfer Policy

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1. Introduction

The purpose of this policy is to detail how Milton Keynes College approach each of the following potential student transfer scenarios:

- Transfer from Milton Keynes College to another Higher Education provider.
- Transfer into Milton Keynes College from another provider.
- Transfers between programmes within Milton Keynes College.

Milton Keynes College is committed to supporting students through their programmes of study and enabling them to change their chosen programmes in certain circumstances.

This policy is designed to simplify transfers between providers of Higher Education to ensure successful continuation of study. This policy refers to the Office for Students regulatory framework and [relevant](#) supplementary guidance.

This policy covers HNC/HND prescribed HE courses validated by Pearson. Students enrolled on University of Bedfordshire or University of Northampton Foundation degree programmes, under validation or franchise agreements, will need to refer to the relevant Student Transfer policies for these organisations. This policy does not include information on fee liability for any of our HE courses, please refer to the College's fees policy for this information.

2. Student Transfer Procedures

a) Where a student chooses to transfer to a programme as an alternative provider.

The student will need to notify the HE Course Team Leader for their programme of their intention to withdraw. The student who wishes to transfer should do this in writing stating their decision to withdraw. Milton Keynes College will facilitate the transfer to the new Higher Education Provider by taking the following steps:

- The relevant HE Course Team Leader will liaise with the HE & FE Quality Coordinator to process and coordinate the transfer.
- The HE & FE Quality Coordinator will work with the MIS team to ensure that details about student attainment to date is made available as soon as possible (where applicable Pearson will be contacted to confirm this).
- The MIS team will confirm with the Student Loans Company any outstanding fees and submit a Transfer Change of Circumstances (CoC) through the SLC portal.
- The HE & FE Quality Coordinator will liaise with the student, new Higher Education provider and the MIS team as appropriate.

b) Where a student chooses to transfer into a programme at Milton Keynes College from another provider.

The term 'student' is used throughout the document to describe all learners, both full and part-time in all settings..

Where another provider has triggered their Student Protection Plan and where a student has chosen to transfer, Milton Keynes College will:

- Provide admission transfer to the student for the same or a similar programme of study. To begin the process of transfer mid-study the applicant would need to complete the online application form.
- Instruct the applicant to apply via UCAS or the College website if they have completed the academic year at their current provider.
- The MIS team will Confirm with the Student Loans Company any outstanding fees and submit a Transfer Change of Circumstances (CoC) through the SLC portal.
- Take into account any credits achieved as appropriate. This would be facilitated via the College's Recognition of Prior Learning Policy.
- Request a transcript from the student's previous provider and a reference for the student wishing to transfer. This can be sent to the following email address – admissions@mkcollege.ac.uk
- Follow the admissions Admissions Policy for Higher Education Students when making the decision to accept a transfer student.
- Ensure that the HE & FE Quality Coordinator manages the transfer and liaises with the student, previous provider and the MIS team as appropriate.

c) Transfers between programmes within the College.

A student who wishes to transfer onto another Higher Education programme at Milton Keynes College should do state this in writing explaining their decision to transfer to their HE Course Team Leader. Where the student has elected transfer between programmes within the college, we would consider the following:

- The transfer of the student is to a similar course and is appropriate. This would be facilitated through the colleges Recognition of Prior Learning Policy. If it is decided that the transfer is appropriate, the HE & FE Quality Coordinator will manage the transfer.
- When the transfer is agreed, the College will take into consideration any completed credits and follow the Recognition of Prior Learning Policy to ensure that these are correctly transferred to a new programme of study. The HE & FE Quality Coordinator will manage this process.

Student Protection Plan

In the unusual event where the College's Student Protection Plan has been triggered, Milton Keynes College will firstly aim to complete the teaching of the current students on the programme of study which is at risk. Milton Keynes College will offer alternative courses where available. Where this is not possible, Milton Keynes College will seek an alternative provider as a last resort and will continue to support learners as they transfer to an alternative higher education provider.

Information and Advice

All decisions made will be in line with our Admissions Policy for Higher Education Students. Students can seek further information on this by referring the relevant policies available on the MK College website or can contact the HE & FE Quality Coordinator for discussions and referral to appropriate services.

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For further information on transfers, students should contact their HE Course Team Leader in the first instance. Students can also contact the college's Information, Advice and Guidance team for career and study guidance. External applicants should contact admissions@mkcollege.ac.uk.

Any further assistance or guidance can be provided by the HE & FE Quality Coordinator or by the admissions team.

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