



Student Transfer Policy

(Students transferring to another provider)

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Amendment History

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008/24	Internal transfers separated from External transfers to form two separate policies.	12/2/24	JB



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Introduction

1. 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. A student transfer is defined within Section 38 of the Higher Education and Research Act.

Purpose of Policy

2. The purpose of this Policy is to set out the necessary institutional arrangements that enable a student to transfer to another educational provider in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.
3. The Policy informs the College's staff and students of the principles governing student transfer and ensures compliance with key regulations at the Office for Students and policies within the College including, Admissions, Assessment, Fees and Charges, Recognition of Prior Learning, Research, Student Protection Plan and UK Visas and Immigration (UKVI) Compliance.
4. It is the College's aim to ensure that students are able to continue on their current programme wherever possible, where this is not possible the College will facilitate an appropriate transfer.
5. Student transfer for the purpose of this Policy is defined as:
 - a) Transfer to another provider from the College initiated by a student.
 - b) Transfer to another provider as a result of the initiation of the College's Student Protection Plan.

Scope

6. This Policy applies to all students who are transferring to another educational provider¹.

¹ Note that UoM registered Students who were studying at the College and wish to transfer to a Spurgeon's College Programme are classed as internal transfers. See Student Transfer Policy (Internal Transfers).

Transfer to another provider from the College

7. A student who is transferring to another provider should inform the Senior Registrar (registry@spurgeons.ac.uk) in writing as soon as possible.
8. Following written confirmation that a student wishes to transfer the College will:
 - a) Confirm any completed credit, level attained, or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript or record of progress. You can obtain a printout of your current transcript by contacting the registry@spurgeons.ac.uk.
 - b) Use the liability periods, published in the College's [Tuition Fees Policy](#), to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.
9. Students must settle any outstanding fees before withdrawal from a programme of study and return any books borrowed from the library. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or to return books. See the Spurgeon College's [Tuition Fees Policy](#).

Transfer as a result of the initiation of the College's Student Protection Plan

10. The transfer of students may arise due to:
 - Programme closure or suspension.
 - Change in programme content or delivery mode/location.
 - Awarding body or validation changes.
 - Removal of the College's Student Sponsor Licence.
 - Closure of the College.
11. The College is committed to teaching-out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for such students.
12. In the improbable event that the continuation of study cannot be sustained, the College will:
 - Notify the student at the earliest possible opportunity.
 - Seek to offer them a suitable replacement programme at the College, if they request the College to do so and for which they are qualified.
 - Assist in identifying a suitable alternative programme and/or provider to which they could transfer.
 - Facilitate their withdrawal, if they do not wish to accept the College's replacement programme or the College is unable to offer a replacement programme. Notice of withdrawal from a programme should be made in writing using the prescribed form, available from registry@spurgeons.ac.uk.
 - Make an appropriate refund of tuition fees and deposits paid in accordance with the Colleges Tuition Fees Policy if they withdraw.

13. Students who transfer to another institution and who have not completed their programme of study may be eligible for an exit (or intermediate) award. The degree awarding authority will make the award if you are eligible when you leave your programme of study.
14. If students wish to transfer to another institution and have their credits accepted by a new institution, students will need to apply to the new institution for Accredited Prior Learning. The College will provide the student with a transcript of units taken and marks, to facilitate this process. The procedures vary from institution to institution. However, the general approach is that a student's new institution will map the units of study the student has taken at Spurgeon's College against the units on their course to ensure they are broadly equivalent. If they are broadly equivalent, they may award them credit. If they are not broadly equivalent, credit may not be awarded and therefore students might have to take some additional units.
15. It is entirely the decision of the institution to which students seek to transfer as to whether or not they are accepted onto their course. The College cannot influence another institution's decision.
16. Any entitlement a student may have for a refund will be determined in accordance with the College Tuition Fees Policy. In the case of the closure of the College and the subsequent transfer of students to alternative providers, the Board of Governors will publish appropriate compensation details for affected students.
17. In the case of a Baptist Union (BU) minister in training (MiT), the College would assist students in transferring to one of the other UK Baptist Colleges. The College will work in consultation with the Ministries Team of the Baptist Union of Great Britain, Regional Baptist Associations and local churches with whom the MiT is ministering.
18. The College's Student Protection Plan can be found [here](#).

Student Visas

19. Only some students on a Student Visa are permitted by UKVI to change from the programme they are currently studying, and for which their Confirmation of Acceptance of Studies (CAS) was assigned, to an alternative programme without first completing their current programme. In order to comply with the relevant UK legislation and immigration regulations, the College will notify the immigration authorities, where relevant, of any subsequent changes to a student's registration status. The ability to change programme is dependent on each individual student's conditions of leave, which differ according to the date on which a student applied for that leave. Further details can be found at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

Advice and Support

20. In the event of an individual student transfer, advice and support will be available via Course Tutors, Pastoral Group Leaders, Research Supervisors, the College Chaplain or the Academic Director.
21. In the event that the College's Student Protection Plan has been activated, advice and support will be available from Course Tutors, the Principal and Heads of Departments. If an appointment is necessary, you can make an appointment by emailing the appropriate member of staff (email addresses are available via the College website).
22. The College will communicate with students in an open and transparent manner. The College will send communications to students by email (sent to each student's Moodle email account) and by updates on Moodle.