

## **Truro and Penwith College Student transfer and late enrolment procedure:**

Student transfer between institution, course, mode of study and late enrolment are all opportunities available to students at Truro and Penwith College (T&PC) or students from other institutions who wish to become students at T&PC. The procedures we follow ensure that T&PC maintains its focus on recruitment with integrity and having the student's best interests at heart. While as an Institution T&PC will not stand against the wishes of its own students to transfer out of the College, it will work to ensure that any students internal or external have the best advice and support when making often challenging decisions about transfer. In some cases, it may not be in the best interests of a student to transfer into the College during the academic year and, in that case, advice will be provided to ensure the student understands the reasons behind decisions and the implications of the different options available to them.

### **A) Transfer out of the College.**

If a student plans to transfer out of the College our HE administration team and the relevant programme team and tutor will provide all the required information regarding individual grades, Definitive Module Records, Credit accumulation and learning outcomes as requested. The relevant support staff will remind students of the need to check information from the planned new institutions regarding:

- The calculation of the final degree classification
- Student support available
- Disability support (if relevant)
- Student finance loan and maintenance implications
- Tier 4 status and UK immigration rules

### **B) External transfer to a course within the College**

Applicants will be put in touch with the Admissions Officer who will advise the Programme Team and HE-Coordinator of the application and gather information on how to proceed. The Programme Lead and HE Coordinator will consider the APL Policy and Guidance on late enrolment. If there is any question regarding the application of the APL Policy the HE Programme Team Lead may be asked to advise. Further guidance on the issues listed under section A above will also be provided as required. Normally a student will only be considered as a transfer onto a programme during the first 4 weeks of delivery. Transfer to a course within the College will require consideration of:

- Existing certificated qualifications, their level and relevance in the subject discipline

- Existing completed and certificated modules and their learning outcomes
- Time of year relative to the start date of the programme
- Assessments and number of incomplete credits that would require completion as referral
- Tier 4 status and UK immigration rules

**C) Internal transfer to another course within the College**

Applicants will be advised by their Tutor or Programme Leader and may then be asked to complete the process through the Admissions Officer in which case all the guidance applying to section A and B above would apply.

**D) Internal transfer from one mode of study to another**

Applicants will be advised by their Tutor or Programme Leader and may then be asked to meet with the Student Support Officer for further guidance about finance and with either a HE DTL or the HE Coordinator to discuss the academic implications of any planned change. Normally a change to mode of study would not take place after January due to the implications for student finance. Guidance applying to section A and B above would apply and students will be asked to complete a statement confirming the advice they have been given and their understanding of the possible implications of not following that advice.

**E) Late start resulting from transfer or late recruitment**

Applicants will not normally be considered after 4 weeks of delivered teaching and no extenuating circumstances are permitted for assessments in the period prior to late starts. The number of assessments and module content missed must be considered and discussed by the applicant and the programme lead. For any enrolment after 4 weeks there must be agreement from a PL with a statement regarding:

- what work and delivery has been missed and how that material will be provided to the student from the programme team
- the implications of no EC's regarding late enrolment
- the risk of the increased level of work early on for any late starter.

This statement identifying the risks of starting after 4 weeks will be signed by the PL and student and held on file by the Programme Leader and Admissions Officer.