

THRIVE. ACHIEVE. EXCEL.



MONT ROSE®
COLLEGE

Transfer Policy

2023 - 2025

Approved by: Academic/Quality Assurance Board

Date of approval: 31/05/2023

Effective date: 31/05/2023

Next review date: 31/05/2025

VERSION: 002

Purpose

At Mont Rose College, we support and assist our students in realising their full potential. In order to ensure the provision of transparent and accurate information to all our students, we have implemented a series of below-described procedures regarding internal course transfers, institutional transfers, and other relative information, such as funding and student disability advice.

This policy aims at providing guidance to our students on course transfer procedures within the institution and/or from another provider.

1. Internal Course Transfer Procedures

- 1.1 If a student decides to transfer to another course during the course of their studies, they are required to complete the Course Transfer form available at the end of this policy. He/she will then be invited to an interview, during which his/her eligibility for the new course will be assessed and the final decision regarding the transfer acceptance or rejection will be made within three working days.
- 1.2 When the request is submitted within the first 14 days from the initial course commencement, the change will not have any financial effect on the student, as full tuition fee will be automatically transferred to fund the new course, and no liability will apply in regards to the course previously chosen.
- 1.3 In case the request for transfer is submitted after the first two-week period, the student will not be able to join the new course in the same term and will have to wait until the next intake commences. He/she will also be affected financially as the payment for the full period studied before the transfer will be taken.
- 1.4 The course transfer approval is subject to meeting the new course criteria and the availability of any remaining places.
- 1.5 The Student Services Manager is responsible for progressing transfer applications and exchanging any information with other relevant departments as required.

2. Procedures for evaluating the programme transfer requests:

- 2.1 Academic Registrar liaises with the Student Services Manager regarding transfer applications and all relevant documentation.
- 2.2 The Admissions Manager confirms the availability of the places for the course in question.
- 2.3 The Student Services Manager liaises with the Programme Manager regarding issues that may arise during the transfer in terms of academic and/or entry requirements.
- 2.4 The Student Services Department will provide the student with all relevant information about the new course and assess whether, due to the transfer, any financial implications will apply.
- 2.5 The Student Services Department liaise with the Welfare Department regarding students who may require assistance and/or reasonable adjustments due to their declared disability and/or special educational needs.

3. Process of Transfer from another Institution.

- 3.1 The Admission Department will advise the student wishing to transfer from another institution to apply for a course, provided there are places available for the chosen course.
- 3.2 To be offered a place, the students will have to meet the College's enrolment criteria and be eligible for funding or have sufficient financial resources to cover the tuition fee costs of the chosen course (Ref. Students' Fee Policy)
- 3.3 The students will have to demonstrate that they hold the required education/ relevant documents, including academic transcripts from previous institutions.
- 3.4 Students with special needs requirements are offered an opportunity to discuss their issues with the Welfare Officer, who will guide and help in the transfer process.
- 3.5 Entry into the second year of the course will usually only be considered in exceptional circumstances. A student will have to provide the most recent transcript issued by the relevant awarding body outlining all modules, courses, and assignments completed or being taken.

4. Process of Transfer to another Institution.

4.1 The Student Services Department will advise the student wishing to transfer to another institution to complete the current course withdrawal form. The forms are available at the College's main reception and at the end of this policy.

4.2 The Student Services Department will invite the student concerned to discuss the reasoning behind the request and provide guidance and advice regarding transfer procedures.

4.3 In case of disability and/or special needs requirements, the student will be invited to discuss their issue with the Welfare Department, who will then provide relevant guidance and advice

4.4 The College Registrar will issue an academic transcript.

4.5 The Finance Department will confirm whether the student's account is financially settled and, if required, inform the Student Loan Company about the student's withdrawal from the course

5. Advice for disabled students.

5.1 All students with a declared disability and/or learning difficulty at the time of admission are advised to see a Welfare Officer.

5.2 The Welfare Officer is available to discuss any student issues, provide help and assistance regarding course transfer processes and arrange extra support if needed.

Course Transfer form

Please use this form to request to transfer from your course.

Transfer of studies is normally only permitted prior to the start of an academic stage or level. This form should only be completed following a formal interview with the new programme leader or written submission explaining the reason for the request. If you have personal challenges or Disability and need assistant then please email Welfare Officer at welfareofficer@mrcollege.ac.uk

Once completed, please email the form to student.services@mrcollege.ac.uk

Title		Surname		Forename(s)	
Student ID		Course			
DOB:		Email:			
Mobile No:					
TRANSFER INFORMATION					
Current Course					
Session					
New Course					
Session					
To be completed by the student/registrar signing the form					
Reason for transfer- Please indicate all that apply					
Employment (New Job)		Did not like the local environment		Too many commitments	Written off after lapse of time
Employment (Lost job)		Course (Dislike)		Personal illness	Death
Moved from area		Course (Content)		Health reasons	Exclusion
Financial Reasons		Course (Too difficult)		Family reasons	Does not wish re-take
Accommodation Problems		Course (Other)		Other personal reasons & Dropped out	Failed to return from interrupted studies
Transfer to another Institution		Other- specify:	Please		
Signature & Declaration					

<p>In signing this form I confirm that I am transferring internally onto a different course/session at Mont Rose from the date of the signature and acknowledge any liability for fees I may have OR I, as an authorised employee of Mont Rose College, confirm the student is to be withdrawn from the date of signature/date stipulated below.</p>			
Please sign & add the date in the box			
Date of withdrawal IF NOT date of signature. <i>This will apply in limited circumstances.</i>			
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Staff Signature	
Manager's Name		Processed Date	
Comments			

