



HE Student Transfer Policy

Higher Education Student Transfer Policy

Introduction

1. The purpose of this policy is to set out the arrangements, advice and guidance to facilitate a student's request to transfer HE course in the following circumstances:
 - a. Transferring from another HE institution to study at Hopwood Hall College
 - b. Transferring from Hopwood Hall College to study at a different HE institution
 - c. Transferring from one course to another that are both taught at Hopwood Hall College
2. Given that the college delivers degrees that are validated by a variety of different partner universities the exact procedure for transfer will vary depending on which partner university the course is validated through.
3. The final approval for transfer will be made by the partner university in line with their own admissions policies.
4. This policy and procedure will not discriminate either directly or indirectly against any individual on the grounds of gender, race, ethnicity or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, socio-economic status, offending background or any other personal characteristic.

Scope

5. This policy applies to all staff, students and prospective students.

Transferring from another HE institution to study at Hopwood Hall College

6. Students currently studying at a different HE institution wishing to transfer to study at Hopwood Hall College are advised to contact the admissions department at enquiries@hopwood.ac.uk or 0161 643 7560 in the first instance to discuss the requirements and process for transfer.
7. Upon receiving a request to transfer the College will work with the course's corresponding partner university admissions department to facilitate the transfer, considering some or all of the following:
 - a. Evidence of completed credits and level attained of previous HE studies
 - b. Evidence of any other entry criteria specific to the course applied for
 - c. Any other evidence of previous study, work experience or prior attainment
8. The exact process and final decision for each transfer differs depending on the corresponding partner university and more information and advice is available by contacting the colleges admissions team at enquiries@hopwood.ac.uk or 0161 643 7560.

Transferring from Hopwood Hall College to study at a different HE institution

9. Current students studying at Hopwood Hall college that are considering transferring to a different university should contact their Programme Manager in the first instance to discuss the process for withdrawing from a course.
10. Upon receiving request to transfer the college will work with the course's partner university to provide:

- a. Evidence of any completed credits, level attained or other studies undertaken to facilitate transfer to another provider
 - b. An indication of eligibility for any refunds for credits where completion is not possible in line with the partner universities policy
11. The exact process for withdrawing and transferring from a course differs depending on the corresponding partner university and more advice and guidance is available from your Programme Manager or student services.

Transferring from one course to another that are both taught at Hopwood Hall College

12. Current students studying at Hopwood Hall College who wish to transfer to another course at the college should contact their programme manager in the first instance to discuss the process and requirements.
13. Upon receiving a request to transfer the College will work with the course's corresponding partner university admissions department to facilitate the transfer, considering some or all of the following:
- a. Evidence of completed credits and level attained of previous HE studies
 - b. Evidence of any other entry criteria specific to the course applied for
 - c. Any other evidence of previous study, work experience or prior attainment
14. The exact process and final decision for each transfer differs depending on the corresponding partner university and more information and advice is available by contacting the colleges admissions team at enquiries@hopwood.ac.uk or 0161 643 7560.

Advice and Support

15. Current Hopwood Hall College students seeking advice and guidance on transferring should contact their Programme Manager or student services.
16. Prospective students seeking advice and guidance can contact our admissions team on enquiries@hopwood.ac.uk or 0161 643 7560.
17. Should a student be unsatisfied with any of the decisions made during the transfer process the colleges Compliments and Complaints policy (available at <https://www.hopwood.ac.uk/about/reports-and-policies>) details the appeals procedure.
18. Detailed admissions information can be found in the partner university admissions policies.
19. Detailed finance and fees information can be found in the colleges fees policy (available at <https://www.hopwood.ac.uk/discover-adult-he/higher-education-courses>).

DOCUMENT REVIEW INFORMATION

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