

## Student Transfer Policy

This policy sets out the requirements and considerations for students wishing to transfer:

- From one programme of study to another within the Minster Centre;
- Into the Minster Centre from another institution;
- From the Minster Centre to another institution.

In the unlikely event of a programme suspension or closure the Minster Centre will seek to teach out the programme so that students already registered on a course complete it as planned. The Centre has set aside reserves to support this if needed. Were the circumstances such that this would be impossible we will offer affected students the chance to move to another programme, deliver a modified version of the same programme or assist students to transfer to a different institution to complete their studies.

### Transfer between Minster Centre programmes

There is no guarantee that students can internally transfer between programmes. Existing students who wish to transfer to another programme should arrange to meet with your Head of Year/Course Leader in the first instance to discuss their individual circumstances. Issues to be considered are:

- Whether you meet the entry requirements of the programme you wish to transfer to;
- Fee and attendance requirements;
- Arrangements with student loan providers;
- Implications for professional accreditation/registration;
- Accreditation of Prior Experience and Learning (APEL);
- Whether the course is full (because we teach in small groups it is not always possible to accommodate additional students).

In preparation for the meeting students should review Programme Entry Requirements, Fees Terms and Conditions and APEL Policy for their existing and proposed programmes (available on Moodle).

If you have not yet started the course please review the programme information on our website and contact Admissions.

Programme change is subject to the approval of both of both Heads of Year/Course Leaders. Until a programme change has been approved, students remain on their existing programme of study and are expected to meet all existing programme academic and attendance obligations.

## Transferring into The Minster Centre

Students who wish to transfer into The Minster Centre from another provider of higher education are required to follow our normal admissions procedures as set out on our website. Students should look carefully at the programme specifications and APEL policy. Students should be aware that transfer between training programmes can have implications for professional accreditation/registration. This is because different professional bodies such as BACP and UKCP have their own requirements for giving their accreditation to programmes and individual professional membership, such as length and level of study, specific modules completed, APEL limitations. This will be discussed during the application process but students considering transfer into a Minster Centre Programme should look at the regulations of the bodies they are hoping to Accredit/Register with and if necessary contact them direct to ensure they have the information they need about the implications of transferring programmes for their individual professional membership status.

The Minster Centre is not licensed to sponsor students for Tier 4 Visas.

## Transferring out of The Minster Centre

Students who withdraw from their programmes may wish to apply and transfer any existing higher education (HE) credit, to another provider of HE. If sufficient credit has been earned together with any other programme requirements then an appropriate exit award will be confirmed by the Assessment Board and a transcript will be issued to the student. If a student has insufficient credit for an award then they may apply for a transcript of their results (which for other HE providers confirms earned credit for transfer purposes).

Students on non-HE courses may apply for a letter stating elements of a course attended, assessments due and results.

Students considering transferring to another provider should be aware that this could have implications their professional registration/accreditation and for the classification of their award at another provider – some HE providers will accept credits for prior learning but will not record marks. They are advised to arrange to a meeting with their Head of Year/Course Leader in the first instance.