

# The Minster Centre Student Protection Plan and Financial Compensation Policy

## 1. Scope

- 1.1 This policy sets out the terms of financial compensation that The Minster Centre will consider paying to students who are affected by the withdrawal of a programme of study by the Centre. In circumstances where The Minster Centre ceases to deliver an academic programme of study, and students have already commenced study on that programme, the Centre will consider financial compensation for affected students where they are forced to withdraw. Students in these circumstances may also transfer to another programme of study at this or another university or higher education provider. If this results in additional costs for those students, The Minster Centre will also consider supporting students with these additional costs. This policy sets out the terms for this.
- 1.2 This policy only applies to situations where The Minster Centre is ceasing to deliver an academic programme of study before registered students of that programme have completed their studies. The Minster Centre will always aim to teach students to the end of their programme even when a decision has been taken to close an academic programme and to cease admissions to it. This policy will only apply where The Minster Centre determines that it is not possible to teach a student through to the end of their academic programme.
- 1.3 This plan and policy covers all students of The Minster Centre. It covers: students in receipt of a tuition fee loan from the Student Loans Company; students who pay their own tuition fees; and students whose tuition fees are paid by a sponsor. In all cases, tuition fees and other costs will only be refunded to the original fee-payer/sponsor (whether Student Loans Company, individual student or sponsor of a student).
- 1.4 In the unlikely event of The Minster Centre not being able to 'teach out' students on a programme that is being discontinued, students will be offered the opportunity to transfer to another programme at The Minster Centre. Where there is not a suitable alternative programme at the Centre, the University will consider supporting students to transfer to a suitable programme at another Institution.
- 1.5 The policy will be reviewed on an annual basis.

## 2. Tuition Fees

### 2.1 Programme discontinuation resulting in student withdrawal

In the unlikely event that The Minster Centre should not be able to "teach out" current students on a discontinued programme of study, students (or their sponsor or the Student Loans Company) will be offered a refund of any fee payments made towards that programme of study in the year of the discontinuation, when the student is required to withdraw from The Minster Centre as a result of the programme discontinuation. The refund of fees will only apply to tuition fee costs incurred in the year in which the academic programme ceases to be offered.

### 2.2 Programme discontinuation resulting in student transferring to an alternative programme at The Minster Centre.

Where a programme is discontinued and students transfer to an alternative programme of study at the Centre with tuition fees different from the original course, the Centre will charge students the lower of the two fees for their continuing studies. Where the fees of the new programme are less than those of the discontinued programme, the Centre will refund or adjust future fees already paid in accordance with the Tuition Fee Refund Policy. If a student is transferring to an alternative programme at the Centre following discontinuation of their original programme but suffers a disrupted year as a result (i.e. not able to complete that year's programme of study due to discontinuation of provision and that year of study will not count towards completion of the new qualification), any tuition fees already paid for the affected year will be refunded.

### **2.3 Programme discontinuation resulting in student transferring to an alternative programme at another Institution**

Where a programme is discontinued and students transfer to an alternative programme of study at another Institution, The Minster Centre will utilise student transfer arrangements to enable a transfer to the new Institution. Where the transfer involves students receiving 'credit' at the receiving institution through an approved prior learning mechanism for study undertaken at The Minster Centre, no refund will be offered in relation to the elements of study which count towards that credit. Refunds of tuition fees incurred at The Minster Centre will be provided in respect of elements of study which do not receive credit for future study at a receiving institution.

Where the transfer to another institution involves a disrupted term or year of study that does not count towards the new qualification, The Minster Centre will refund the tuition fees for the disrupted period of study.

## **3. Bursaries**

### **3.1 Student bursaries**

Where a student is in receipt of a bursary from The Minster Centre and is forced to withdraw due to discontinuation of provision, Minster Centre will maintain the bursary to the end of the term in which the withdrawal occurs, recognising that the student will not have had opportunity to make alternative budgeting arrangements.