

Student Transfer Arrangements

Background

All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the document is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers. All references to 'the provider' in this document refer to ALRA.

This document sets out our institutional arrangements for students to transfer between providers. It covers arrangements for students transferring out and for those transferring in to ALRA.

This plan is available to all current and potential students and is maintained by ALRA's Academic Board.

Student transfer, for the purposes of this document includes:

- a) Transfer triggered by ALRA's Student Protection Plan
- b) Transfer to another provider from ALRA
- c) Transfer into ALRA from another provider
- d) Transfer between courses at ALRA

In the event of a) and b), above, we will firstly aim to teach out all current students on their original course, where this is not possible, we will facilitate an appropriate transfer.

In the event of c), above, we will facilitate transfer of students from other providers to ALRA where we may be able to offer a suitable alternative course in order for students to complete their studies.

In the event of d), above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.

Student Transfer triggered by the ALRA's Student Protection Plan

The Academic Registrar (or their nominee) will establish a Student Protection Implementation Team and oversee the development of a Student Protection Implementation Plan.

This will set out the details of the reasons for the implementation plan, the responsible manager for the plan (normally the Dean or nominated senior academic manager), details of the students named representative, the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

Transfer Out of ALRA

As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies.

This may include, but is not limited to:

- a) Course closure
- b) Institutional closure
- c) Loss of designation
- d) Loss of accreditation
- e) Student-led withdrawal

Should transfer to another provider be necessary we will support arrangements to:

- a) Confirm any completed credit, level attained, or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript.
- b) Receive a refund for all/part fees appropriate, in accordance with our Tuition Fee and Refund and Policy.

Transfer out of ALRA will be facilitated by Admissions in accordance with relevant Student Protection Implementation Plan(s).

Transfer In to ALRA

As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the ALRA, we will consider:

- a) Admission of students onto a similar course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through ALRA admissions processes and take into consideration any validating body agreements.
- b) Admission of students onto an alternative taught course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Admission and Accreditation of Prior Learning and take into consideration any validating body agreements.

Transfer between ALRA Courses

As a consequence of students requesting to transfer between courses at ALRA we will consider:

- a) Transfer of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Accreditation of Prior Learning and Course Transfer.
- b) Transfer of students onto an alternative course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Accreditation of Prior Learning.

Transfer between courses at ALRA will normally be facilitated by Admissions, under guidance from the Academic Registrar.

Refund and Compensation

Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Tuition Fees and Refund Policy.

Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the Tuition Fees and Refund Policy and Student Protection plan.