

Student Transfer Arrangements

The Sheffield College is committed to ensuring that students are on the right programme and that they are enjoying their studies.

The college recognises that sometimes students may want to transfer to the college from another provider to continue their studies with us. Likewise, we recognise that there may be some circumstances in which a student on a HE programme at the college may need to, or wish to, transfer to another Higher Education Provider.

In all circumstances the college is committed to ensuring that there is relevant support for students and clear processes to follow.

	Process	Timescales
Students wishing to transfer from another HE Provider to The Sheffield College	<p>A prospective or interested student should complete an enquiry form through the college's website.</p> <p>Prospective or interested students will then go through the standard recruitment process for the course they have applied for. This will include an interview and students will be asked to provide a short statement about themselves.</p> <p>Prospective or interested students will also be offered the opportunity to look around the relevant campus.</p> <p>Assuming that an interested or prospective student wishes to join the college, and has been made an appropriate offer (taking into account the college's standard policies and processes including Fitness to Study), academic and support staff will work with the student, and the awarding body, to enable a smooth transfer to the college.</p>	<p>Within 1 week of an enquiry being made either a discussion or meeting between the relevant academic and the prospective or interested students will have been arranged.</p> <p>An offer to study, assuming entry criteria are met and there is scope with awarding bodies, will be made within 2 weeks of the enquiry and the aim will be to start the student at the college as soon as is practically possible.</p> <p>The college will seek to complete necessary Change of Circumstances with the Student Loans Company within a week of the student starting at the college. Fees will be done on a pro-rata basis, in line with the college's terms and conditions.</p>

<p>The Sheffield College students wishing to transfer to another provider</p>	<p>Wherever possible students should discuss their desire to transfer either with an academic member of staff or a support member of staff to ensure that the college has explored all options and processes for support.</p> <p>In the case a student wishes to transfer, the college will support the student to research options for transfer and will provide relevant references, and, where possible, support students with introductions at their potential new provider, to ensure that any transition is smooth.</p>	<p>Within 1 week of a student declaring that they may wish to transfer, the college will provide a support meeting and discussion with the prospective student to ensure that any transition can be supported and is smooth for the student.</p>
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Prior Learning

The Sheffield College will take account of any prior learning and achievement for a prospective student wishing to transfer to the college. In doing so it will ask to see evidence of previous work. Any Recognition of Prior Learning, Accreditation of Prior Learning, Accreditation of Experiential Learning, or Credit Transfer will be done in accordance with the regulations of the awarding body that the college use. These differ between partners, and prospective or interested students will have the detail of this explained to them at the point of interview. A relevant timeline and action plan would then be put in place to deal with any such issues.

Any student wishing to transfer their studies to another institution will be supported and, as such, the college will support any evidence and information needed to help a student transfer. The Sheffield College will provide relevant transcripts of marks, or notes from exam board minutes, references, or statements needed to support transfer. It is incumbent on the student to ensure that they provide their academic staff at the college, and where, and if relevant, support staff.

Any issues relating to any prior learning will attempted to be resolved within 4 weeks of a student starting at The Sheffield College, or from The Sheffield College side, information being provided to a student transferring to another provider.