

## Notice under general ongoing condition of OfS registration F2: Student transfer arrangements

This document details how Higher Education (HE) student transfers will be processed for:

- A. A student transfer from a HE course provided by Tameside College to a different HE course provided by Tameside College.
  - B. A student transfer from Tameside College to another HE provider in the UK
  - C. A student transfer from another HE provider in the UK to Tameside College.
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- A. A student transfer from a HE course provided by Tameside College to a different HE course provided by Tameside College**
    - Be given initial advice and guidance from the receiving provider/ tutor/curriculum area to ensure entry requirements are met.
    - Consider APL if appropriate and identify level of entry.
    - The tutor will complete an internal change of circumstance form/inform awarding body.
    - Administrators will notify SFE by completion of a change of circumstance form.
  - B. A student wishing to transfer from Tameside College to another HE provider in the UK will:**
    - Be given initial advice and guidance and support in their choice and discuss financial implications if applicable.
    - Tutor will complete an internal withdrawal form/awarding body notified and procedures followed.
    - Tameside College/awarding body will provide a transcript of achievement and/or claim for completed achievements in a timely manner.
    - Administrators will notify SFE by completion of a change of circumstance form.
  - C. A student transfer from another HE provider in the UK to Tameside College**
    - Be given initial advice and guidance in the form of an interview: either face – face or telephone to ensure entry requirements are met, including current achievement/; certification.
    - Consider APL if evidenced/appropriate and identify level of entry.
    - Complete enrolment/induction
    - Administrators will notify SFE by completion of a change of circumstance form.