

UCS Student Transfer Policy

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt (UCS), Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The *UCS Student Transfer Policy* was approved by the Board of Governors in April 2025 and supersedes previous versions.

Originator:	Vice Principal & Dean of Higher Education
Located:	College Group Website College Group Intranet
Due for review:	February for March/April 2028

UCS STUDENT TRANSFER POLICY

Contents

	Page
1. What does Transfer mean?	3
2. Internal Transfer	3
3. Fee implications for an internal transfer	3
4. Additional information relating to internal transfer	4
5. Transfers for registered University Centre Sparsholt (UCS) students transferring out to another provider (Transferring out)	4
6. Transfers for registered students into UCS from another HE provider (Transferring in)	4

UCS STUDENT TRANSFER POLICY

1. What does 'Transfer' mean?

1.1 Transfer is where:

- A student of University Centre Sparsholt (UCS) changes to another programme, or another mode of study, within University Centre Sparsholt (internal transfer).
- A student of University Centre Sparsholt changes to another programme at a different provider (transferring out)
- A student at a different provider changes to a programme at University Centre Sparsholt (transferring in)

1.2 If a student has achieved credit, all or part of this credit may be transferred to the new programme by the recognition of prior learning policy (RPL).

2. Internal transfer

2.1 If a student wishes to transfer programmes, they should initially speak with both the current subject lead and the subject lead of the programme to which they wish to transfer. This will ensure that the transfer is the right move academically and that the transfer can be facilitated to the new programme at the time of the request.

2.2 If both tutors agree the transfer, the student will need to request the transfer via their current subject lead who will complete an online transfer request which will go to the assistant principal for approval. The UCS admin team will inform the University of Portsmouth.

3. Fee implications for an internal transfer

3.1 If the student transfers between programmes with different tuition fees, the tuition fee due will be based on the tuition fee and liability period pertaining to each programme registration. Please refer to the 'UCS Fees, Refund and Compensation Policy', which can be found at <https://www.sparsholt.ac.uk/policies-reports/> for more financial information on fees.

3.2 Students in receipt of tuition fee or maintenance grants or loans from the Student Loans Company (SLC), are advised to confirm with the SLC that they have transferred programme. The student should confirm their continued eligibility for a student loan with the SLC, particularly if the transfer will extend the duration of study. UCS will also inform the SLC of the transfer.

4. Additional information relating to internal transfer

4.1 If a student has been excluded from a programme at University Centre Sparsholt or has withdrawn, they cannot transfer to another programme. An excluded or withdrawn student can make a new application which will be considered in line with the UCS admissions policy and if relevant, approve credit for units already achieved. This is dealt with through the UCS Recognition of Prior Learning process.

5. Transfers for registered University Centre Sparsholt (UCS) students transferring out to another provider (Transferring out)

- 5.1 Where a current UCS student wishes to transfer to a different HE provider, the student is requested to meet with their UCS programme tutor to discuss their intentions. This meeting will ensure that UCS is able to respond to any information requests from the new HE provider that the student wishes to transfer to, in a timely fashion. Please note that UCS is unable to advise students if they will be eligible to transfer to another HE provider, as this will depend upon the requirements of the other provider. Students are advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing to another HE provider, particularly if the transfer will extend the duration of study.

6. Transfers for registered students into UCS from another HE provider (Transferring in)

- 6.1 If a student is interested in transferring to UCS from another HE provider, the student is advised to make initial contact with UCS via the following email address degrees@sparsholt.ac.uk.
- 6.2 The initial enquiry will be passed to the appropriate tutor who will make contact with the student who is interested in transferring in, to discuss the programme to ensure that it is appropriate and meets the needs of the student. Entry criteria will be clarified and if appropriate the Recognition of Prior Learning (RPL) process will be discussed to ensure that any relevant credits already achieved will be transferred to the students academic record.
- 6.3 Credits achieved at a previous HE provider that are to be claimed through the RPL process will need to be approved by UCS prior to a transfer in being completed.
- 6.4 Students are advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing from another HE provider, particularly if the transfer will extend the duration of study.

7. Complaints

- 7.1 A student who is dissatisfied with the process of a proposed transfer should raise their concerns using the UCS Complaints and Feedback Policy which can be found at <https://www.sparsholt.ac.uk/policies-reports/>