

Transfer Procedure

Highbury College is proud to have an Admissions service which delivers highly effective advice and guidance to ensure students enrol onto courses that match their career aspirations. Our Admissions ethos is right student right course. Despite these processes, sometimes, students start a course and realise that the course and /or career path is no longer correct for them. Highbury College recognises that sometimes this happens and will support students with their decision to change direction.

There are three broad types of transfer and the approach Highbury College takes in each case is documented below:

Transfers within Highbury College

- Student must discuss the reasons for wishing to change their course with their current Programme Leader or Admissions Officer.
- The Programme Leader may refer the student to an Admissions Officer if the transfer is to a different department to check the student meets entry criteria. Other options may also be discussed.
- Careers advice will be offered.
- Previous work completed will be considered if relevant to the new course the student wishes to undertake.
- The potential to transfer will be discussed with the receiving department.
- Transfer will be arranged if all parties agree.

Transfers into Highbury College

- In the first instance requests from students outside the College will be considered by our Admissions team. They will check that the admissions criteria have been met.
- The Admissions team will arrange for a discussion to take place between the student and the relevant academic department to check any previous work the student has completed, how well it fits in with the course they intend to join and the feasibility of completing the new, remaining work in the available time.
- Transfer will be arranged if the department is able to deliver what the student requires.

Transfers out of Highbury College

- If a student wishes to leave Highbury College to join another provider the responsibility to find an alternative provider lies with the student, however, the college will support the student as far as possible with input from our Careers Advisers. The Programme Leader will ensure units completed to date are either claimed at that time, if Awarding Body rules allow, or are claimed as part of the cohort once External Verification has taken place.

Fees

Payment of fees will be discussed on a case by case basis and where applicable would usually be pro-rata'd.