

Programme Transfer Policy

1. Scope

- 1.1 This policy applies to students following a higher education programme.
- 1.2 It does not apply to learners following an apprenticeship programme as they do not have the option to transfer programme.

2. What is a programme transfer?

- 2.1 A programme transfer is where you are registered to study on a Walbrook programme and request to transfer to a different one. This can be:
 - i Moving to a different programme within Walbrook
 - ii Transferring out of Walbrook to another Higher Education Provider
- 2.2 If you are currently studying at another Higher Education Provider and wish to transfer to Walbrook, you will need to consult the Admissions Policy.

3. Considering changing programme

- 3.1 Choosing a programme of study is a big decision and we recognise that some students will start a programme and then decide that they want to transfer to a different programme. Deciding you wish to make a change could be due to one or more reasons but may include that your academic interests are in a different area or that you now have different personal circumstances.
- 3.2 If you are finding studying on your current programme challenging and think that changing programme might address that challenge, we advise you to contact the Student Support team. They will arrange for you to meet with your Programme Leader or another member of the programme team. Transferring to a different programme may or may not be the answer to addressing the challenges you are experiencing, and a conversation may help you to work this through.
- 3.3 There may be wider student life implications of making a programme change, and we advise that you talk to the Student Support team before making a transfer application. Matters to check include your status in relation to:
 - i Loan arrangements if you are a UK student.
 - ii Tuition fee liability, payment points and charges

- iii Any bursary or scholarship that is programme specific.
 - iv Student Visa requirements if you are an international student.
- 3.4 You must continue to engage with your current programme and all its requirements while your request to transfer is progressing. This includes attendance and assessment requirements.

4. Requesting to change to another programme in Walbrook

- 4.1 Where you decide to make a transfer request, we will always aim to support this course of action. However, it is important to understand that you do not have an automatic right to transfer, and our decision is dependent on several factors set out below.
- 4.2 You must complete a [Programme Transfer Application form](#) to request a change. Your request will be considered by the leader of the programme to which you wish to transfer. Factors that they will consider include:
- i Your reasons for wanting to transfer.
 - ii Availability of places on the programme
 - iii If we can accommodate any Reasonable Adjustments
 - iv Consideration of your academic performance to date including any credit awarded.
 - v Any other factors relevant to the programme or your circumstances
- 4.3 We will also undertake a curriculum mapping process for all transfer requests. This process looks at the similarity between the content and learning outcomes of your current programme and the programme to which you would like to transfer. We will identify the gaps and assess if:
- i The transfer will be straightforward, and can happen immediately, carrying over one or more modules from your current programme to your new programme.
 - ii The transfer can happen immediately, but you would need to commit to taking one or two additional modules to fulfil programme learning outcomes.
 - iii You will need to transfer to an earlier point in the programme which may mean restarting the relevant Level of study.
- 4.4 We will also consider any Professional, Statutory or Accreditation body requirements as part of this mapping process. It may also be necessary for you to have an interview with the Programme Leader or their nominee to discuss your transfer application.

- 4.5 We aim to complete consideration of your request within fourteen calendar days of receiving your application. On occasion it may take longer, and we will keep you informed if there is likely to be a delay and the reason.

5. Outcome of your request to transfer within Walbrook

- 5.1 The Student Support team will notify you of the decision about your transfer. If the programme leader approves your transfer, the notification will include:
- i Whether the transfer will be in-session, or you will need to pause your studies and resume at the next normal start date for your new programme.
 - ii Whether, and how, any modules you have completed to date will be transferred to your new programme.
 - iii Any extra fees that we may charge for additional modules.
 - iv Any regulatory matters that you need to action (e.g. visas, student loans)
 - v On-going support that is available to you as you transfer your studies.
- 5.2 If your transfer request is rejected, we will inform you of the reason/s why.

6. Transferring from Walbrook to another Higher Education Provider

- 6.1 If you are currently studying at Walbrook and wish to transfer to a programme at another Higher Education Provider, the Admissions Policy and/or the Accreditation of Prior Learning Policy of the **other** institution will apply. If you have already completed assessments at Walbrook, we will provide you with a copy of your transcript which shows your achievements. There will also be implications for student loan funding.
- 6.2 If you have any further questions please speak to your Student Support team.

Document Control	
Version:	1.1
Approved by:	Academic Board
Originator/Author:	Head of Academic Quality
Policy Owner:	Registrar
Date approved:	10 October 2025
Effective from:	1 July 2025 for programmes starting from 1 July 2025
Review date:	Summer 2026 Then a biennial review
Updates:	