



UCFB|GIS* Student Transfer Policy

Owner:	Director of Student and Academic Services
Author:	Director of Student and Academic Services
Version Number:	1.1
Approval Date:	08 September 2023
Approved By:	Academic Board
Date of Commencement:	11 September 2023
Date of Last Review:	
Date for Next Review:	1 September 2024

*UCFB and GIS are trading names of University Campus of Football Business Limited

- 3.5 Any application from a student at another institution wishing to enter UCFB|GIS with accumulated credit (at module level), or with advanced standing at Levels 5 or 6, should be supported by certificates and full transcripts of student achievement. Applications to enter the institution at Level 6 will only usually be considered from students who are demonstrating performance at 2. 1 standard or above. Applications will be considered by the relevant Course Leader, who will confirm if there is sufficient overlap in both the number/level of credits achieved and in the content and learning outcomes achieved. Where a Course Leader advises that a student can be accepted with credit transfer or advanced standing, the Admissions Office will make the necessary arrangements for entry at the correct Level of study.
- 3.6 Some courses may not accept applications with advanced standing due to course -specific regulations or professional body requirements. No applicant will be granted advanced standing of more than two-thirds of the total credit of the course to which they have applied.

4. UCFB|GIS Students transferring to study at another institution

- 4.1 UCFB|GIS aim to support students wishing to transfer to another institution. All assistance will be provided by UCFB|GIS to facilitate the onward transfer (including liaison with the receiving institution if required and assistance with the transfer of student loan support). Students are advised to discuss any plans to transfer with their Course Leader or with Student Support. Any request to withdraw will need to be made via the UCFB|GIS Learner Portal and processed by staff via ONTRACK.
- 4.2 Once withdrawal has been confirmed, UCFB|GIS will work with the relevant validating body to provide the necessary transcripts or certificate of credit awarded, including Exit Awards if applicable. The timeline for the provision of these documents will be in line with validating body timescales.
- 4.3 Students should be made aware of potential financial, academic and visa implications when withdrawing from their course at UCFB|GIS and attempting to transfer elsewhere. Students can contact Student Support for advice on these matters, including:
- Student Finance England loan arrangements (if applicable)
 - Tuition fee liability points and charges
 - Any a

5. Course transfer within UCFB|GIS

General information

5.1

