

## Transfer Statement (OfS Conditions F2)

<b>Document owner:</b>	Northern School of Contemporary Dance – Senate
<b>Lead contact:</b>	Head of Quality & Compliance
<b>Audience:</b>	Applicants, Students, Staff for Northern School of Contemporary Dance Courses of higher education
<b>Approving body:</b>	Senate
<b>Date approved:</b>	July 2025
<b>Implementation date:</b>	This policy takes effect from September 2025
<b>Previous approved version(s) dates:</b>	N/A
<b>Review cycle:</b>	2 yearly
<b>Next review due date:</b>	July 2027
<b>Related Policies, Procedures and Guidance:</b>	Student Protection Plan
<b>Equality and Diversity Considerations:</b>	Policy should be available in accessible format for all students.
<b>Further information:</b>	

## **1. Introduction**

This statement outlines Northern School of Contemporary Dance's (NSCD) approach to supporting student transfer, in accordance with the Office for Students (OfS) Condition F2. NSCD is committed to ensuring that students can continue and complete their studies, including through appropriate transfer arrangements, if they wish to change course or provider.

## **2. Commitment to Student Continuity**

We are committed to protecting the student interest by facilitating a smooth and fair transfer process. This includes transfers:

- Into the institution from another provider or course
- Out of the institution to another provider
- Between courses within the institution

## **3. Transfer Into NSCD**

We welcome applications from students who wish to transfer into our courses where:

- The course has available places
- The applicant meets the entry and academic criteria, including consideration of prior learning (RPL)
- There is clear academic alignment between the student's previous study and the intended course at NSCD.

Admissions decisions for transferring students will be made in line with our published policies and will consider each case individually.

## **4. Transfer Out of NSCD**

We will support students who wish to transfer to another provider, including:

- Providing transcripts and evidence of academic credit achieved to date
- Offering academic advice and support through tutor support
- Liaising with receiving institutions, where appropriate and with consent.

## **5. Internal Transfers**

Students may request to transfer to another course within the institution. Approval will depend on academic suitability, space availability, and visa compliance (if applicable). Guidance and academic support will be provided throughout this process.

## **6. Course and Provider Closure**

In the event of course closure, institutional change, or loss of registration, we will take all reasonable steps to:

- Inform students in a timely and transparent manner
- Facilitate transfer to an appropriate alternative course or provider
- Where applicable, ensure that student records and credit are transferred securely and accurately.

These commitments are aligned with our Student Protection Plan and uphold our duty to protect the continuation of study.

## **7. Record Keeping and Oversight**

All transfer requests and outcomes are recorded in accordance with data protection legislation and internal quality assurance processes. Oversight is maintained by Senate and regular reviews ensure that our processes remain fair, transparent, and effective.

## **8. Communication and Accessibility**

This Transfer Statement is made available to all current and prospective students via our website and student handbooks. Support and advice are available through the Student Services Team and Quality Office.