

Transfer of Credits and Recording of Exemptions and Withdrawals Policy

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TRANSFER OF CREDITS AND RECORDING OF EXEMPTIONS AND WITHDRAWALS POLICY

1. INTRODUCTION

The aim of this policy is to delineate a clear framework governing the transfer of credits, documentation of exemptions, and the process surrounding student or qualification withdrawals from admissions and/or enrolment at our centre.

This policy is crafted to guarantee that the procedures for credit transfers, exemptions recording, and withdrawals are implemented in a manner that is equitable, transparent, and uniform across all courses and programmes.

Additionally, this policy is tailored to align with and support the accreditation criteria stipulated by our awarding body. Central to our ethos is the commitment to maintaining the high standards established by our partners at NCFE.

2. POLICY STATEMENT

Our centre recognizes that students may transfer credits, be eligible for exemptions, or choose to withdraw from their course or programme for various reasons. This policy is designed to:

- Provide a clear and consistent process for transferring credits and recording exemptions, ensuring that students are awarded appropriate credits or exemptions for their prior learning and experience.
- Ensure that students who choose to withdraw from their course or programme have a clear understanding of the process and the implications of their decision.
- Comply with the accreditation requirements of our awarding body, including maintaining accurate records of credits, exemptions, and withdrawals.

3. PROCEDURE

- Transfer of Credits and Recording of Exemptions: Students who have successfully completed equivalent units or modules at another recognized institution may be eligible to transfer credits towards their current course or programme. They may also be eligible for exemptions for some units or modules based on their prior learning and experience. To be eligible for credit transfer or exemptions, students must provide evidence of their prior learning and experience, and the assessment must demonstrate that the learning outcomes of the previous unit or module are equivalent to those of the unit or module for which the credit transfer or exemption is being sought.
- Withdrawal: Students who wish to withdraw from their course or programme must inform the centre in writing. The withdrawal will be effective from the date on which the notification is received. The implications of withdrawal, including any financial obligations or the impact on the award of qualifications, will be clearly communicated to the student.

- Refund Policy: In the event of a withdrawal, the centre will have a refund policy that outlines the process for determining any refunds of tuition fees or other related costs.
- Record Keeping: The centre will maintain accurate records of credit transfers, exemptions, and withdrawals, and will comply with the accreditation requirements of our awarding body. These records will be stored securely and kept confidential.
- Appeals Process: If a student is not satisfied with the decision regarding their credit transfer, exemption, or withdrawal, they may appeal the decision. The appeals process will be clearly outlined in the credit transfer, exemption, or withdrawal policy.

4. CONCLUSION

The transfer of credits and recording of exemptions and withdrawals policy at our centre is designed to provide a clear and consistent process for managing these processes.

This policy will ensure that students are awarded appropriate credits or exemptions for their prior learning and experience and that students who choose to withdraw from their course or programme have a clear understanding of the process and the implications of their decision.

The centre is committed to complying with the accreditation requirements of our awarding body and maintaining accurate records of credit transfers, exemptions, and withdrawals.