

NOTTINGHAM COLLEGE



Central College
Nottingham



Withdrawal and Transfer Policy

2017-2018

	Updated By:	Date:	Comments:
Version 1	Kyle Moreland	August '17	Release Date

If you have any queries related to this document please contact Kyle Moreland.

Withdrawal & Transfer Guidelines 2017-2018

This withdrawal and transfer document gives the guidelines of the processes that must be followed to ensure data is accurate and audit complaint

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Scope

These guidelines apply to Nottingham College students including those with an Advanced Learner Loan and those who will go onto qualify as starters for the purpose of funding as detailed below.

Duration of Programme	Qualifying Period
168 days or more	42 days
14-167 days	14 days
<14 days	1 day

Partners will have their own internal process which they will follow.

Responsibilities

Nottingham College must process withdrawals and transfers as per the audit requirement.

Responsibilities for accurate progress data are as follows:

Students (16-18) should confirm any changes to their programme of study (PoS) through tutorials and their eILP.

Students (19 +) should confirm any changes to their programme of study (PoS) through communication with their teacher where access to tutorials or eILP is not available to them.

Faculty Area Managers must sign off on all course withdrawals and course transfers on the F1- Change of Circumstances form. They will also monitor register and attendance reports to identify students who are at risk of being withdrawn.

Progress Tutors and Teaching Staff should be monitoring a student’s attendance, and identifying students at risk of withdrawal from their own registers. They will also complete F1 – Change of Circumstances forms.

LAC’s/PSC’s should follow up with students who are at risk of withdrawal.

MIS teams will action transfers and withdrawals in EBS received through F1- Change of Circumstances forms.

Procedures

Withdrawal or Transfer – if a FT student chooses, or is asked to withdraw or transfer from their current PoS, an F1 Change of Course Circumstances form must be completed by the progress tutor or a member of teaching staff and be signed off by the FAM before being submitted to the MIS team. This will remove the student from all learning aims within the PoS.

For any individual qualification withdrawal or transfers, an F1 should be completed by the progress tutor or member of teaching staff and sent directly to MIS. This will remove the student from this individual learning aim within their current PoS and where applicable start them on a new aim within the same PoS.

To change the group a student studies within, an F1 should be completed by the progress tutor or member of teaching staff and sent directly to MIS. This will remove the student from their current group and start them on the new group.

Once a form is received, MIS will strive to action the changes within 48 hours. F1 forms will be stored in a central drive to enable access for any audits.

If a FT student is absent for 3 consecutive weeks on any qualifications within their PoS, the HoF or FAM will notify the students LAC/PSC by checking the attendance reports available to them.

If a FT student is absent for 4 consecutive weeks on any qualifications within their PoS, the MIS teams will ask if there is auditable evidence to support the intention to return. If there is no evidence the HoF or FAM should indicate the withdrawal reason to be recorded.

Reports

Available report to assist Nottingham College attendance and register monitoring will be located on the Nottingham College reporting dashboard and are named:

Attendance Monitoring reports

Non-Attendance 1 -4 weeks

Withdrawal reasons

Unmarked registers

[F1 – Change of Circumstance Form](#)

Appendix A – Progress Codes

ACTIVE	A - Active
COMPLETE	C - Completed
TRANSFER	T – Transferred to a new learning aim
AUDIT	W - Audit
CANCELLED	W – Programme has been cancelled
CHANGED	W – Changed to another provider
DISCIP RE	W – Exclusion by college disciplinary reasons
DISS PROG	W – Dissatisfied with programme content
EMPLOYMENT	W – Gained Employment
ERROR	W – Enrolled in Error
FINANCIAL	W – Financial Reasons
ILLNESS	W – Illness Injury
LOST JOB	W – Lost Job
MOVED	W – Moved out of area
NO PROG HE	W – Academic failure/No progress HE only
NON START	W – Non starter
OTHER	W – Other (please explain)
OTHER PERS	W – Other personal reasons
REDUNDANT	W – Made redundant
TEMP WDRAW	W – Temp Withdraw
UNKNOWN	W – Reason unknown
WRIT OFF	W – Written off after lapse of time HE only

Appendix B – Change Types

Withdrawn from PoS (Course level) - This will remove the student from all active learning aims.

Withdrawn from Qualification - This will withdraw the student from the specified learning aim within their PoS

Transferred between PoS (Course level) – This will remove the student from their current learning aims and enrol them on new learning aims.

Transferred between Qualification – This will remove the student from the specified current learning aim and enrol them on a new learning aim and group still under their original PoS.

Transferred to new Group - The student is continuing on their current qualifications, but changing groups, e.g. a student is changing from Group A – Monday morning to Group B – Tuesday afternoon.

Appendix C – Process Chart

Withdrawal & Transfer Process 17/18



