

Transferring Between Higher Education Courses

Nottingham College is supportive of student transfers and will assist where possible to ensure students have all the information they require to make an informed choice that is appropriate for them.

If you are thinking about transferring to Nottingham College from another university/college, transferring within Nottingham College, or transferring to another institution, you will need to take advice from a range of services. It is important to get advice regarding the transfer of any academic credit you may have achieved, and also the implications for your tuition fees and Student Finance. This page outlines some of the key points to consider.

Please Note - The information contained within this document is for home status higher education students and the sections regarding student finance relate to those receiving support from Student Finance England under the Education (Student Support) Regulations.

Transferring within Nottingham College

Transferring between higher education courses at the College is sometimes possible if done very early in the academic year. If you transfer to another undergraduate course within Nottingham College, the tuition fee will stay the same, unless you change mode of study. If it is possible for you to transfer between courses and are able to continue on the new course within the same academic year, the total fee for the year should cover your attendance on both courses.

If you are unable to transfer mid-year and are required to start the new course at the beginning of the following academic year, you may have some fees to pay in respect of your old course, as well as the full fee when you start the new course the following year. Find out more about your fee liability by contacting the Higher Education Office he.team@nottinghamcollege.ac.uk

Transferring to Nottingham College from another University/College

Every year a number of students transfer to Nottingham College from other universities and colleges. Students seeking to transfer to a higher education course at Nottingham College will be asked to provide information about their previous study so that advice can be given regarding appropriate transfers. For some students, it may be possible to transfer academic credit that has been achieved on a previous course where this is appropriate. Further information is available through the College's Higher Education Accreditation of Prior Learning Guidance.

It is recommended that students should also contact Student Finance England for details about course transfers, in particular regarding their entitlement for funding their study, and to provide information about their intentions. If you transfer mid-year, you could find yourself liable for fees at both institutions and you should check this with the university/college from which you are transferring. Please note - you are only entitled to a tuition fee loan for the terms you are in attendance at College. If you transfer to a course you are advised to check your fee liability with both institutions.

If you need more information about transferring to a higher education course at Nottingham College please contact the University Centre at the College using he.team@nottinghamcollege.ac.uk

Transferring to another University or College

If you transfer to a course at another university or college, you are effectively withdrawing from Nottingham College and the amount of fees you will have to pay will depend on your official date of withdrawal (see the Nottingham College fee policy).

If you transfer mid-year, you could find yourself liable for fees at both institutions and you should check this with the university/college to which you are transferring. Please note - you are only entitled to a tuition fee loan for the terms

you are in attendance at College. If you transfer to a course at another university or college, you are advised to check your fee liability with both institutions.

Student Finance

Provided the relevant Faculty and / or other institutions have endorsed your course transfer, you should be able to transfer your student finance entitlement to allow you to receive the tuition fee loan and any loans / grants for living costs in respect of your new course. If the transfer means that you will be studying for longer than the period for which you had originally been awarded student finance, you may not receive funding for the whole of the new course and your previous study (below) will be taken into account in any calculation of your student finance entitlement.

Arranging to transfer your student finance

The University Centre at Nottingham College will notify Student Finance England of your change of course (if you are transferring within Nottingham College) or the last date of attendance at Nottingham College (if you are transferring to another institution). In the latter case, your new institution will also need to send Student Finance England a form called a Notification of Student Transfer.

If you are transferring to Nottingham College from another organisation, the College will send Student Finance England a Notification of Student Transfer (transfer in)

Applying for next year's student finance

We strongly recommend that you apply early for your student finance each year. Applications open for each academic year in the Spring. If you have already applied for next year's student finance, it's important that you update Student Finance England to let them know that you have transferred courses and/or institution. If Student Finance England has the wrong course information on their systems, this could affect entitlement or delay any payments being made.

Previous study

Eligibility for student finance will depend on your previous study history. The government provides funding for the duration of a course of study plus one additional year if needed. Therefore, if a course has a duration of three years, you would typically be entitled to four years of funding in total ($3 + 1 = 4$). So if you transfer at the end of your first year of study to start a new three-year course, and you haven't previously repeated a year or studied on a higher education course prior to this one, you should be entitled to the full student finance package for the whole of your new course (subject to you meeting the other eligibility requirements).

However, if you have undertaken a previous course at higher-education-level, or perhaps repeated any period of study, your entitlement to funding will be reduced to reflect this previous study.

For example, if you have previously studied for two years, you would then be entitled to a further two years of funding ($3 + 1 = 4 - 2 = 2$). If the new course has a three-year duration period, you would only be entitled to the maintenance loan* during the first year of your new course. You would then be entitled to full support for the remainder of the course.

*Provided you don't already have a degree, you can get a Maintenance Loan for as long as you're studying a course of higher education. In addition, even if you are not entitled to the Tuition Fee Loan, Maintenance Grant or Nottingham College HE bursary, you would still be entitled to receive the Childcare Grant and the Parent's Learning Allowance and DSA (if applicable).

If you have compelling personal reasons (CPR), some periods of study can be disregarded from this calculation and we would urge you to seek advice from Student Finance England.

Further advice

Advice on aspects of transferring and funding is available from the College's University Centre on +44 (0)115 838 0612 or via email using he.team@nottinghamcollege.ac.uk