



## Transferring between Higher Education Courses Student Money and Accommodation Advice

This information is for full-time undergraduate students who receive student funding from Student Finance England (SFE). It covers the financial implications of both transferring to a new course within London Metropolitan University (LMU), and transferring to or from a course at another institution in the UK.

Students are required in the first instance to consult their Personal Academic Tutor about transferring courses, and to contact the Student Money and Accommodation Advice team to speak to a Student Money and Accommodation Adviser about the financial implications involved in the transfer process. Things to consider might include:

- what your future entitlement to student support might be
- whether you will have to repay any student loan or grant
- whether you will owe any University fees, which you may have to pay yourself
- what procedures to follow, and who you must contact to inform them of your decision

This information does not apply to:

- EU students receiving a fees-only award. These students should speak to a Student Money and Accommodation Adviser in Student Services or the Student Finance Services Non-UK Team to check their continued eligibility for fee assistance if they change, leave or repeat their course.
- Students from Northern Ireland, Scotland and Wales, who should speak to a Student Money and Accommodation Adviser or contact their respective funding authorities to check their position.

### **Student Support – What financial support can be expected?**

The regulations governing transferring from one course of study to another are complex and students should give serious consideration to any decision they make. The following general principles apply:

1. Students *must* discuss any course transfer with their Personal Academic Tutor prior to beginning the course transfer process.
2. It is preferable to arrange a transfer for the end of the academic year. Transferring midway through the academic year may cause problems with fee and loan payments.
3. Students wishing to transfer to another university should explain they wish to be seen as a transfer, otherwise they may be seen as a new student and have to withdraw from their previous institution.
4. In transferring from one course to another the general principle should be that the student enters the new course at the same point as they left the old course i.e. if the student has completed year 1 of their first course, they should enter the new course at the start of year 2. In this way the likelihood of Student Finance England funding the whole of their new course will be maintained. A student who started their first course before 2012 and then after 2012

transfers to a new course must keep to the same mode of study (full-time/part-time) in order to keep the pre-2012 fee package. Changing study mode will mean a change to the new higher fee levels.

5. Students who wish to transfer must be aware that all students are initially entitled to fee support for the length of their course plus one additional year. *Any* previous study at higher education level (even if as little as a day), *including* that spent on their original course is likely to result in fee entitlement being deducted by SFE from future support entitlement.
6. Any fee or maintenance loan deduction will be taken from the start of the new course. For example: If a student starts a three year degree course they have an entitlement to support for three years plus one additional year. If that student spends two years on that course and then transfers to another three year course, they will have used up their 'plus one' year and an extra year. If they were to start their new course from year one again, and not two, they would lose fee support for the first year of their new course. To retain fee support for the whole of the new course the student *must* enter the new course at the start of year two.
7. If a deduction to support for the new course is made by SFE due to previous study, the deduction will involve the non-payment by SFE of fees for the years (or part years) already studied on the earlier course.
8. SFE will normally need to see agreements from both the 'previous' and 'new' universities; one from the former to release the student on academic grounds and one from the latter to accept the student on the same grounds.

The regulations covering students transferring from courses of differing lengths, or who have studied for greater periods on their original course (eg a transfer from a 3 to a 4 year degree, or from a 4 to a 3 year degree having studied for more than 1 year on the first course) whilst following the principles above, are more complex, and to be sure that funding will be available for the new course students should contact a Student Money and Accommodation Adviser prior to making a decision to transfer.

You should contact SFE with details of your new course as soon as your course transfer has been agreed in writing with your current tutor/university. Do not leave the original course until the transfer has been agreed. By following these procedures transferring from one course/university to another should be a simple process, and by keeping your tutor, SFE and the Student Money and Accommodation Advice team informed of your intentions the likelihood of you maintaining your entitlement to funding is greatly improved.

### **How to contact us**

Telephone your Student Hub and ask to book an appointment with a Student Money and Accommodation Adviser:

Aldgate Hub – 020 7133 7002; Holloway Hub – 020 7133 7001; Moorgate Hub: 020 7133 7003

Email: [advice.studentservices@londonmet.ac.uk](mailto:advice.studentservices@londonmet.ac.uk)

Website: [www.londonmet.ac.uk/advice](http://www.londonmet.ac.uk/advice)

The Regulations referred to throughout this information sheet are the Education (Student Support) Regulations 2011 (2011/1986) as amended by, the Education (Student Fees, Awards and Support) (Amendment) Regulations 2012 (2012/1653), the Education (Student Support and European University Institute) (Amendment) Regulations 2013 (2013/1728) and 2014/15. Regulations 7, 7(2) & 21 of the above apply to this information sheet.

The content of this information sheet has been compiled using information from external sources, as well as University data. The content has been carefully checked and is given in good faith. However, the University cannot accept responsibility for the consequences of any inaccuracy.

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