



**Provider's name: Futureworks Training Ltd.**

**Provider's UKPRN: 10022087**

## Version Control Statement

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Approving Committee:	Operations Team			
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Owner:	Vice Principal	Review Lead:	Executive Officer	
Amendments Since Approval:	Detail of Revision:		Date of Revision:	Revision Approved by:
	Minor updates were made to align the policy with current practice		06/09/22	Executive Team
	Executive Committee replaced with Operations Team as approving committee		10/09/24	Operations Team
	UCLan amended to University of Lancashire Sentence regarding international students added		11/08/25	Operations Team
	1.1 Updated to reflect the change of validation partner		26/03/26	Operations Team

If this document is required in an alternative format, please contact Futureworks on 0161 214 4600 or via email: [info@futureworks.ac.uk](mailto:info@futureworks.ac.uk)





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## **1 Introduction**

- 1.1 Futureworks has procedures in place to facilitate student transfers – whether this is from one Futureworks programme to another, or for students who wish to transfer into or out of another Higher Education Provider. Futureworks operates in accordance with the procedures established within our academic regulations and those of our validation partner, which set out the requirements for each of the circumstances noted above.
- 1.2 In any event, it is Futureworks' policy to ensure that all transfer requests are handled in a supportive, timely and effective manner, and to remove any barriers which might cause unnecessary restrictions or effort to the process. Futureworks processes transfers from a perspective of providing support and guidance. As such, the institution is happy to help any student who is considering transferring to a different programme or institution, regardless of their programme or location of study, to help them make an important decision about their future.

## **2 Transferring from one Futureworks programme to another Futureworks programme**

- 2.1 Students who wish to transfer from one Futureworks programme to another should first contact their Personal Tutor for advice and guidance. They will be able to put them in touch with the relevant Programme Leader(s), and a representative from Student Services, who can explore any consequences (such as funding/finance implications) of the transfer, and who will discuss any support requirements or skills gaps which might exist and, if appropriate, how these might be mitigated. Transfers between programmes typically only take place at the end of an academic year, prior to reenrolment. Transfers at other times, such as in the first few weeks of the academic year, will be at the discretion of the Programme Leader.





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### **3 Transferring into Futureworks from another institution**

- 3.1 Futureworks is happy to accept students who wish to transfer into Futureworks from another institution, subject to the rules and regulations of the programmes. In ordinary circumstances, a student looking to join Futureworks from another university would be required to do so after they have received academic credit for their work from the previous year, and prior to the commencement of the new academic year. Exceptions to this timeframe are permitted, however, such transfers are dealt with on a case-by-case basis, and any such decision would have to be signed off by the appropriate Head of School.
- 3.2 Students must be in good academic standing and must, under normal circumstances, meet the entry criteria for their proposed Programme of study.

### **4 Transferring from Futureworks to another institution**

- 4.1 Students wishing to transfer from a Futureworks programme to another provider should first contact their personal tutor, who will be able to advise them of any implications they may not have considered, such as final payment of tuition fees. The Futureworks Student Services team will work with you to ensure that your request is processed quickly and efficiently, however, Futureworks cannot guarantee the success of your application to study elsewhere.
- 4.2 Where a student has completed credit or would be eligible for an exit award, Futureworks will provide a transcript and request an exit award from our validating partner.
- 4.3 International students should discuss any move with the Futureworks admissions team as their UK visa is based on where they are studying.





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## **5 Student finance**

- 5.1 Students are responsible for contacting their loan authorities (such as Student Finance England) in advance of any change in their status as a student. Students must not assume that loans will continue automatically and should work closely with student finance to minimise any disruption caused.

