



## Student Transfer Policy

### Introduction and scope

Student transfer is defined by Matrix College as the process of either:

- a) Transferring onto a Matrix College degree programme *from* a degree programme at another institution, and
- b) Transferring from a Matrix College degree programme *to* a degree programme at another institution.

Students who wish to complete their studies at a different Higher Education Provider to the one they started their studies with typically do so with an accompanying higher education credit transfer at Level 4, 5 or 6. Students switching provider without a higher education credit transfer are normally considered “new students” for the purposes of enrolment, rather than “transferring students”, and the provisions of this policy would not be expected to apply. Thus, whether transferring into or out of Matrix College, it is expected that the student will have completed sufficient study at the outgoing institution to qualify for credit transfer.

As a partner of the University of Middlesex, Matrix College is required to observe and comply with the regulations and policies covering the accreditation of prior learning and credit transfers. These regulations can be found on the [University of Middlesex website](#).

In all cases, Matrix College will support any student who wishes to transfer into or out of the College, and will provide any necessary information, advice, and guidance to enable the student to make the most informed decision possible. Additionally, the College will seek to remove any barriers which might unnecessarily delay or frustrate the student transfer process.

This policy should be read alongside the College’s Admissions Policy, which can be found [here](#) as well as the College’s own Recognition of Prior Learning (RPL) policy, which can be found [here](#).

### Transferring onto a Matrix College degree programme from another institution

Eligibility for student transfer onto a Matrix College degree programme is determined in the first instance by the standard entry criteria of the degree programme as well as the timing of the transfer request. Students from another Higher Education Provider who wish to transfer onto a Matrix College degree should first contact the College’s Administrator by emailing [admin@matrix.ac.uk](mailto:admin@matrix.ac.uk) or by calling 01953 797 160 to discuss the details of your transfer prior to making a formal application.

In all cases, following confirmation of any completed credit or study the College will advise the student of any fees due in line with the [Student Terms and Conditions](#). Students are responsible

for contacting the relevant loan authority (e.g. Student Finance England) in advance of any change in their status as a student, and should not assume that loans will continue automatically.

### **Transferring from a Matrix College degree programme to another institution**

Students who are currently enrolled on a Matrix College degree course who are considering transferring to another Higher Education Provider should, in the first instance, speak to their course tutor who may be able to advise them of any credit earned to date, and can discuss any potential implications to the student's tuition fee eligibility as well as implications for their status with any relevant professional bodies.

Should the student still wish to progress their transfer, they are urged to speak to the institution they intend to transfer to in order to seek advice regarding their own student transfer arrangements.

Any student who wishes to proceed with their transfer must notify the College of their withdrawal in writing. It is important that outgoing students understand that once their withdrawal notice has been received and processed the student will no longer be a student of the College, and that the College has no duty to re-enrol the student should they experience complications or issues with their destination institution. Matrix College cannot guarantee the success of any application to enrol and study elsewhere. Following their withdrawal, the student will no longer be eligible for further assessment, re-sits or participation in any other activity at Matrix College.

Where a student qualifies for an exit award, this will be made subject to the [Academic Regulations of Middlesex University](#) and in accordance with their procedures and timeframes. Students who are not eligible for an exit award will be issued with a certificate and transcript by Middlesex University confirming their completed study to date. The decision to accept credit from Middlesex University is entirely at the discretion of the receiving institution.

Where a student has taken out loans through, for example, Student Finance England, the student is solely responsible for contacting the loan authority to inform them of their change in circumstances.

Document name	Student Transfer Policy		
Owner	Principal	Review Lead	Quality Manager
Approving Committee	Ops Team		
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