

Student Transfer Arrangements Procedure

The procedure below is for students who wish to transfer to or from another programme or another higher education provider. It relates to the Office for Students general ongoing condition of registration F2.

1. Outgoing transfer to another institution (Withdrawal from the RNCM)

All students at the RNCM are permitted to withdraw from the RNCM at a mutually agreed point in their studentship.

In order that all parties, and especially the student, are aware of the implications of the transfer, a procedure is in place which allows discussion. The student should discuss the implications of transfer with their Head of School, their Head of Programme and Registry (within the RNCM).

The student is encouraged to discuss the implications of the transfer with the other institution, their funding body (Student Loans Company (SLC) or equivalent), the UKVI (if applicable) and their accommodation provider (outside of the RNCM).

Registry requires completion of a withdrawal form by the student and agreement by the relevant members of staff within the RNCM, who must sign-off the withdrawal formally.

Once the student has received formal agreement from the relevant staff at the RNCM, Registry will update the student record and report the outcome to the outside organisations, e.g. SLC, UKVI, etc.

Registry will return any tuition fees (as per the Tuition Fee Refund Policy) due to the student. Registry will present the student's record to the next Board of Examiners (if applicable) for the award of credits or qualification as appropriate.

The student can seek information on any aspect of the withdrawal/transfer process from Registry staff.

Please see [this flowchart](#) for chronological steps to be followed.

2. Incoming transfer from another institution (Entry into the RNCM)

Any prospective student wishing to transfer from another institution to the RNCM should follow the admission process.

Prior to this there may be informal discussion by the prospective student with the RNCM, as may take place with any applicant to the College. However, the prospective student must confirm with the RNCM that they have discussed the transfer with their current institution.

It is not expected that the College will approach a prospective student who is already studying at another institution, the first contact must come from the prospective student themselves.

Once that contact is made, then an audition for suitability may take place. However, in order to formalise the process the prospective student must apply through the UCAS Conservatoires system and pay any application/audition fees due. One referee on application must be from their current institution.

As part of the admissions process the Head of School will discuss with Admissions, the International Recruitment Officer (if a visa is required) and Registry on the appropriate transfer/start date for the prospective student and confirm with applicant and any Accreditation of Prior Learning request (as per the Accreditation of Prior Learning policy, which will involve the Head of Programme).

Finally, Registry/Admissions/BSDU will contact the incoming student with details of registration requirements. The incoming student can seek information on any aspect of the withdrawal/transfer process from Registry staff.

Please see [this flowchart](#) for the chronological steps to be followed.

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