



Student Transfer Guidance (Level 4 Programmes)

Overview

This guidance outlines the processes and requirements for students wishing to transfer to, from, or between the Fashion Retail Academy's (FRA) Level 4 programmes.

A transferring student is a student who moves from one course to a different course provided by the same or a different provider. Transfers may occur in the following contexts:

- Transferring to an FRA Level 4 course from another provider.
- Transferring from an FRA Level 4 course to another provider.
- Transferring between FRA Level 4 courses.

Students enrolled on FRA Degree courses validated by Falmouth University should refer instead to Falmouth University's *Transferring in to, or out of, Falmouth University Guidance*.

1. Transferring to a FRA's Level 4 Course

The FRA can only accept transfer requests from students who are currently registered on, and have prior learning from, the qualification that they are requesting to transfer to.

The FRA delivers the following Level 4 qualifications:

- Gateway Qualifications Level 4 Diploma in Digital Marketing
- UAL Level 4 Diploma in Fashion Retail
- UAL Level 4 Diploma in Garment Technology for Fashion Retail
- UAL Level 4 Diploma in Visual Display and Branding for Fashion Retail
- UAL Level 4 Diploma in Buying and Range Planning for Fashion Retail

Credits or prior learning gained from alternative qualifications or different awarding bodies cannot be transferred. This restriction is in line with the regulations of the relevant awarding bodies.

2. Transferring from the FRA's Level 4 Courses

Students who wish to transfer from an FRA Level 4 course to another institution will need to withdraw from their current course at the FRA.

FRA Level 4 qualifications do not include interim exit points or partial awards. As such, learners will not receive confirmation of academic achievement (e.g. partial credit or transcript) until they have fully completed the course.

Students considering withdrawal for transfer purposes are encouraged to discuss their options with their Group Lead, Programme Manager or the Student Registry team to ensure they understand the implications of withdrawing from the FRA.

3. Transferring Between the FRA's Level 4 Courses

The FRA recognises that some students may wish to change their course of study after enrolment. To support learners in making the right choice, the following arrangements apply.

During the First Two Weeks on Programme:

The FRA will support students who wish to transfer between Level 4 courses within the first two weeks of the academic year. Transfers are subject to availability of space on the requested course and resource and timetable constraints.

Any approved transfers must be reflected in all relevant documentation, including (but not limited to):

- Advanced Learner Loan letters
- Learning agreements
- Student records and course registration details

After the First Two Weeks on Programme:

Requests for transfers after this period will be considered on an individual basis and will take into account:

- The length of the Level 4 programme.
- The amount of time elapsed on programme.
- Any potential impact on student success and achievement.

Late transfers will only be approved where it is clear that the change will not disadvantage the student's academic progress.

Owner	Student Registry
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