

## Annex D: Template for a Student Protection Plan

Provider Name	Newbold College
Provider UKPRN	10023456
Legal Address	Newbold College St Mark's Road Bracknell RG42 4AN
Contact point for enquiries about this Student Protection Plan	Serena Santona, Academic Registrar

### Student Protection Plan for the period 2019/20

**1. An assessment of the range of risks to the continuation of study for your students, how those risks may differ based on your students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise**

- a. The risk that Newbold College of Higher Education (the College) as a whole is unable to operate in the next three years, or has decided to cease operating, is LOW.

The greatest risk to the College being unable to operate would be if the Seventh-day Adventist Church stopped funding for theological study at the College and scholarship funding for students. While the impact would be major, the likelihood is extremely remote, and so the risk is LOW.

- b. The risk that the College might lose validation or academic partnership for one or more of its courses is LOW. There is a commitment that our partner universities (University of Wales Trinity Saint David – UWTSU; Andrews University, USA – AU; Washington Adventist University, USA – WAU) would teach-out all students enrolled on that programme or transfer them to another institution, thus enabling them to ultimately to receive their certificates or degrees from those other institutions. All the partners will also give the College appropriate notice in the event that validation or academic partnership would need to end. Our American academic partners are part of the wider educational network of the Seventh-day Adventist Church, and like Newbold, accredited by the Adventist Accreditation Association (AAA).

- c. The risk that the College is no longer able to deliver one or more courses to our students in the next three years is LOW.
- i. The risk that we are no longer able to deliver material components of our courses is low because we are part of the wider network of the Seventh-day Adventist educational network, and often we utilize contract teachers and/or guest lecturers that gives us the flexibility to cover for staff departure or absences (i.e. parental leave, or sabbatical leave).  
There is evidence in the history of the College of courses that were discontinued, but the students have never been disadvantaged, as appropriate teach-out, or other options, were assured.
  - ii. In the event that the College will not be able to recruit or teach international students (TIER 4 visa), the College would assist student to be transferred to other courses by ensuring that all their academic documentation (e.g transcript, certificates) will be provided to them in a timely manner so that they could apply to another institution without delay.
  - iii. International students that intend to continue to study in the UK would need to obtain the necessary immigration documents by themselves, as the College would not be able to provide any assistance due to Tier 4 restrictions.
  - iv. In the event that international students would need to transfer to another institution in the USA (currently the majority of international students are enrolled in study abroad courses for one semester, mainly from the USA), the College would provide documentation related to the articulation of modules between the UK and USA system, facilitating the transferring of academic credits.

## **2. The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise**

The likelihood of non-continuation of courses for our students in the next three years is highly unlikely, and so the risk is LOW.

If, however, the College or any of its partners were to choose to stop running one or more of our degree programmes, there is a commitment to ensure that the College would teach-out or transfer all students enrolled on that programme, meaning that normally students will be able to finish their degree at the College. In the unlikely event that a student should transfer to another institution to finish their degree, or that a student would choose to transfer to another institution to complete their degree, the College would assist student to be transferred to other courses by ensuring that all their academic documentation (e.g transcript, certificates) will be provided to them in a timely manner (see 1.c.ii) and will provide, if needed, any documentation related to their programme (see also

1.c.iv).

Additional information regarding closure of our collaborative programmes is covered explicitly in institutional agreements between all partners.

**3. Information about the policy you have in place to refund tuition fees and other relevant costs to your students and to provide compensation where necessary in the event that you are no longer able to preserve continuation of study.**

The College is committed to ensuring that the student experience is protected and that there would not be any instances where students would not be able to complete a programme of study.

The College's Refund and Compensation Policy is available on our website (click on [link](#)).

If students felt that they wished to leave the College and transfer elsewhere, the College would fully support such students by providing all appropriate information to support their transfer.

The College has cash reserves in place to deliver any financial implications of any student refunds and compensations, details of which can be found in the Published Financial Accounts of the College either on the Charity Commission [website](#) or the Companies House [website](#). As per transparency, our accounts can be made available by contacting the College's Chief Financial Officer.

The College's Refund and Compensation Policy would not be applied to international students whose course of study is discontinued due to visa issues the students are liable for, for examples students that have failed to maintain their visa status according to the requirements and obligations related to the Tier 4 Immigration Rules.

**4. Information about how you will communicate with students and staff about your student protection plan**

- a. The College will make the Student Protection Plan available to current and future students via the College's website and by including it in the information which students receive before their enrolment. A link to the Student Protection Plan will also be included in the prospectus (print and online version), and be published in the 2019-20 version of the Handbook of Academic Programmes and Policies.
- b. We will inform our students if there are to be material changes to their courses by sending them an email to their College's account, describing the changes, how they would be affected by them, and how the College would assist them. Subsequently the College would be available to discussing any

issues and supporting students in making any decisions which they may need to make.

- c. If we need to implement any of the measures in this Student Protection Plan we will support our students collectively and individually by ensuring that they are fully informed of the situation, engaging them in discussion of the relevant issues, and providing academic advice and guidance to inform their decision-making.
- d. The College will ensure that staff are aware of the implications of our Student Protection Plan when course changes are proposed by referring to them in the College's Staff Briefing sessions.
- e. Reviewing our Student Protection Plan:

The Academic Board, which includes student members, will review our Student Protection Plan on an annual basis, and any changes to the Plan will be communicated using the above channels.