



GREEN VALLEY ACADEMY

Course Changes, Suspension and Closure Policy

Approved: October 2026

DOCUMENT CONTROL

Reference	GVA-04
Policy owner	Principal
Approved by	Board of Directors — October 2026
Effective from	05 October 2026
Next review	12 months from approval, or earlier following any material change to the University of Wolverhampton admissions framework
Applies to	All students and offer-holders of courses delivered by GVA under franchise from the University of Wolverhampton
Linked documents	University of Wolverhampton Terms and Conditions (changes to the contract) and Student Protection Plan; Student Course Changes and Continuity of Study Policy (detailed procedure); Tuition Fees and Refunds Policy

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1. PURPOSE AND THE GOVERNING FRAMEWORK

- 1.1** Because students on GVA's franchised provision contract directly with the University of Wolverhampton, the framework governing changes to a course, the discontinuation or merger of a course, and the protection of students' continuity of study is the University's: the University's Terms and Conditions define when and how the contract and the course may be changed, distinguish minor from major changes, require notice and — for major changes outside emergencies — the student's written consent, and give the student the right to terminate with an appropriate refund where a major change is not accepted; and the University's Student Protection Plan governs the exceptional case of discontinuation after commencement, including the offer of an alternative course, assisted transfer and refunds. This policy binds GVA to operate within that framework and defines GVA's own obligations, which are strict: GVA may not itself make, announce or promise any material change to the validated course, and every proposal for change originates as a recommendation from GVA to the University, decided by the University.

2. DEFINITIONS: MINOR AND MAJOR CHANGES

- 2.1** The classification of changes follows the University of Wolverhampton's Terms and Conditions, and GVA staff shall apply the University's published definitions rather than any local gloss. In broad terms, and subject always to the University's current wording: a minor change is one which does not materially disadvantage students — routine updating of reading and materials, timetable adjustments within the published pattern, changes of individual staff, or refinements to teaching methods that preserve the learning outcomes; a major change is one which materially affects the course or the contract — changes to the award title, the learning outcomes, the overall assessment strategy, the campus location, the mode or length of study, or the fees. Where GVA staff are in any doubt whether a proposed or apprehended change is minor or major, the question shall be referred to the University through the partnership route before anything is communicated to students, and the change shall be treated as major until the University confirms otherwise. Emergencies — events outside GVA's and the University's reasonable control which force temporary variation of delivery — are handled under the emergency provisions of the University's Terms and Conditions, with normal delivery restored at the earliest opportunity and students kept informed throughout.

3. GVA'S OBLIGATIONS

- 3.1** GVA shall: propose no change affecting the course's content, assessment, location, mode, length or fees except by documented recommendation to the University of Wolverhampton, with a student impact assessment attached, the decision resting with the University; implement minor changes approved through the University's processes with prompt communication to affected students through the virtual learning environment and email; where the University approves or requires a major change, deliver the notice, consultation and consent steps the University's Terms and Conditions require, individually and in plain English, before any public announcement, with a named GVA contact for every affected student; where a course is suspended to new entrants or discontinued, operate the University's Student Protection Plan on the ground — teach-

out delivery, records, references, transfer support and welfare care — while decisions on alternatives and refunds are taken by the University under its published policies; and record every step, because those records are the evidence of fair treatment. The detailed operational procedure, including the classification test, the impact-assessment content and the communication standards, is set out in GVA's Student Course Changes and Continuity of Study Policy, which shall be read subject to this policy and to the University's framework, the University's framework prevailing in any conflict.

4. COMMUNICATION STANDARDS

- 4.1** Every communication to students about a change shall meet the following standards, which apply to minor and major changes alike: it is issued only after the University has decided or approved the change, never in anticipation of a decision; it states in plain English what is changing, when, why, and what — if anything — the student needs to do; it identifies the named GVA contact for questions and the route to the University where the matter concerns the contract, fees or the award; for major changes, it is delivered individually to each affected student and offer-holder, not merely posted generally, and it sets out the student's options under the University's Terms and Conditions, including the consequences of not accepting the change, before any deadline runs; and a copy of every such communication, with its date and distribution, is retained on file. Offer-holders who have not yet enrolled shall be treated with the same care as enrolled students: where a change occurs between offer and enrolment, GVA shall ensure the University's requirements for informing offer-holders are met and shall support any offer-holder who wishes to reconsider in consequence.

5. STUDENTS' POSITION

- 5.1** An affected student's entitlements arise under the University's Terms and Conditions and Student Protection Plan: notice of changes; consent rights for major changes; the right to terminate where a major change is not accepted, with any refund determined under the University's Fee Liability, Refunds and Debtor Policy; and, upon discontinuation, the protections of the Student Protection Plan. GVA's role is to make those entitlements real and easy to use — explaining options, helping students respond within deadlines, and escalating any hardship case to the University with GVA's supporting recommendation. A student dissatisfied with GVA's handling of a change may complain through the student complaints route, and thereafter to the University and the Office of the Independent Adjudicator; GVA shall never present the University's decision-making role as a reason not to address its own conduct.

6. GOVERNANCE AND REVIEW

- 6.1** The Principal is accountable for the operation of this policy; the Course Director maintains the record of changes affecting the course and reports them, with their classification and communication history, to the Academic Board at each meeting; and any suspension, discontinuation or invocation of the Student Protection Plan shall be reported to the Board of Directors at once and entered on the institutional risk register with a named owner. Any use of this policy's major-change or discontinuation provisions

shall be followed by a documented lessons-learned review presented to the Academic Board. This policy shall be reviewed annually and upon any change to the University's Terms and Conditions or Student Protection Plan, the University's current published versions governing the interim.