



GREEN VALLEY ACADEMY

Student Course Changes and Continuity of Study Policy

Approved: October 2026

DOCUMENT CONTROL

Reference	GVA-30 (supersedes and expands the earlier Course Changes, Suspension and Closure Policy)
Policy owner	Principal
Approved by	Academic Board — 5 October 2026
Effective from	5 October 2026
Next review	August 2027, and following any invocation of this policy
Applies to	All current students and offer-holders of Green Valley Academy
Linked documents	Student Contract; Refund and Compensation Policy; University of Wolverhampton franchise agreement and course-change procedures

CONTENTS

DOCUMENT CONTROL

1. PURPOSE AND SCOPE
2. REGULATORY AND INSTITUTIONAL FRAMEWORK
3. DEFINITIONS
4. PRINCIPLES
5. THE DECISION PROCESS
6. CONSULTATION AND NOTIFICATION
7. SUSPENSION OF RECRUITMENT
8. CLOSURE AND TEACH-OUT
9. ALTERNATIVES TO TEACH-OUT
10. STUDENTS' RIGHTS UPON MATERIAL CHANGE
11. ROLES, MONITORING AND REVIEW

If page numbers do not display, right-click the contents and select "Update Field".

1. PURPOSE AND SCOPE

- 1.1** Students organise their employment, their families, their finances and their futures around the course they have enrolled upon, and this policy exists to protect that reliance. It defines exhaustively what constitutes a change to a course; it restricts the circumstances in which changes may be made and prescribes the approvals which must first be obtained; it guarantees consultation, individual written notice and genuine options to every affected student; and it provides that, should a course ever be suspended or closed, every enrolled student is assured either completion of their studies to the same standard through the teach-out arrangements in Section 8, or a supported and fully compensated alternative. This policy applies to the BSc (Hons) Public Health with Foundation Year and to every course the Academy may subsequently deliver, and it is incorporated as a term of the Student Contract, so that its protections are contractual entitlements and not statements of intent.

2. REGULATORY AND INSTITUTIONAL FRAMEWORK

- 2.1** This policy implements three overlapping sets of obligations and shall be construed so as to give full effect to each. First, the Academy's obligations under consumer protection law, including the Consumer Rights Act 2015 and the guidance issued by the Competition and Markets Authority to higher education providers, which require that material information is not varied to a student's detriment after it has been relied upon, and that any necessary change is handled with notice, transparency and remedy. Secondly, the Academy's obligations under the franchise agreement with the University of Wolverhampton, whose approval is a precondition of any change to its validated provision and whose academic regulations continue to govern the course throughout any change, suspension, closure or teach-out. Thirdly, the continuity of commitments of the Academy's own Strategic Plan, under which growth and change are undertaken only within demonstrated capacity. Because every student of the Academy is also a registered student of the University, the University's own obligations to its registered students stand behind the Academy's; this policy makes that structural safeguard visible to students rather than leaving it implicit.

3. DEFINITIONS

- 3.1** A minor change means a change which no reasonable student would regard as detrimental to their interests, including adjustments to the timetable within the published pattern of attendance, changes of teaching staff, changes of room within The Atrium, and refinements to module content approved through the University of Wolverhampton's processes. A material change means any change to the title of the award or the awarding university; the campus, town or principal location of delivery; the mode of study; the overall length of the course; the core curriculum or a substantial proportion of the modules; the overall fees or the fee mechanism; or any published commitment that was material to students' decisions to enroll. A suspension means a decision to cease recruiting new entrants to a course while continuing to teach those already enrolled; and a closure means a decision to cease delivery of a course altogether, engaging the teach-out and alternative arrangements in Sections 8 and 9. Where it is doubtful whether a proposed change is minor or material, it shall be treated as material; the classification

shall be recorded with reasons, and the Quality and Compliance Lead shall review the classification before any communication is issued.

4. PRINCIPLES

- 4.1** The following principles govern every decision under this policy. Changes to a course are exceptional acts, to be justified by evidence and undertaken only after every alternative consistent with quality has been considered; the interests of enrolled students rank ahead of institutional convenience in every deliberation, and the option least disruptive to them shall be preferred wherever quality permits. No material change, suspension or closure shall occur without both the approval of the University of Wolverhampton and the authorisation of the Board of Directors, and no such decision shall be communicated as final before both have been obtained. Affected students shall learn of any change from the Academy directly, individually and in writing, before any public announcement is made; the options offered to them shall be genuine and adequately resourced, never a choice in form only; and offer-holders shall be protected on the same basis as enrolled students, receiving the relevant information before they accept wherever the change is known in time, and the full options in Section 10 where it is not.

5. THE DECISION PROCESS

- 5.1** Every proposed change shall pass through the process illustrated in Figure 1, and the record of each stage shall be retained as evidence of fair treatment: classification of the change under Section 3; a student impact assessment identifying who is affected, in what ways, with what options and costs, and with what differential effect on any protected group; the University of Wolverhampton's approval; the Board of Directors' authorisation, for any material change, suspension or closure; consultation and individual notification under Section 6; and implementation with named accountability and reporting to the Board until the matter is concluded.

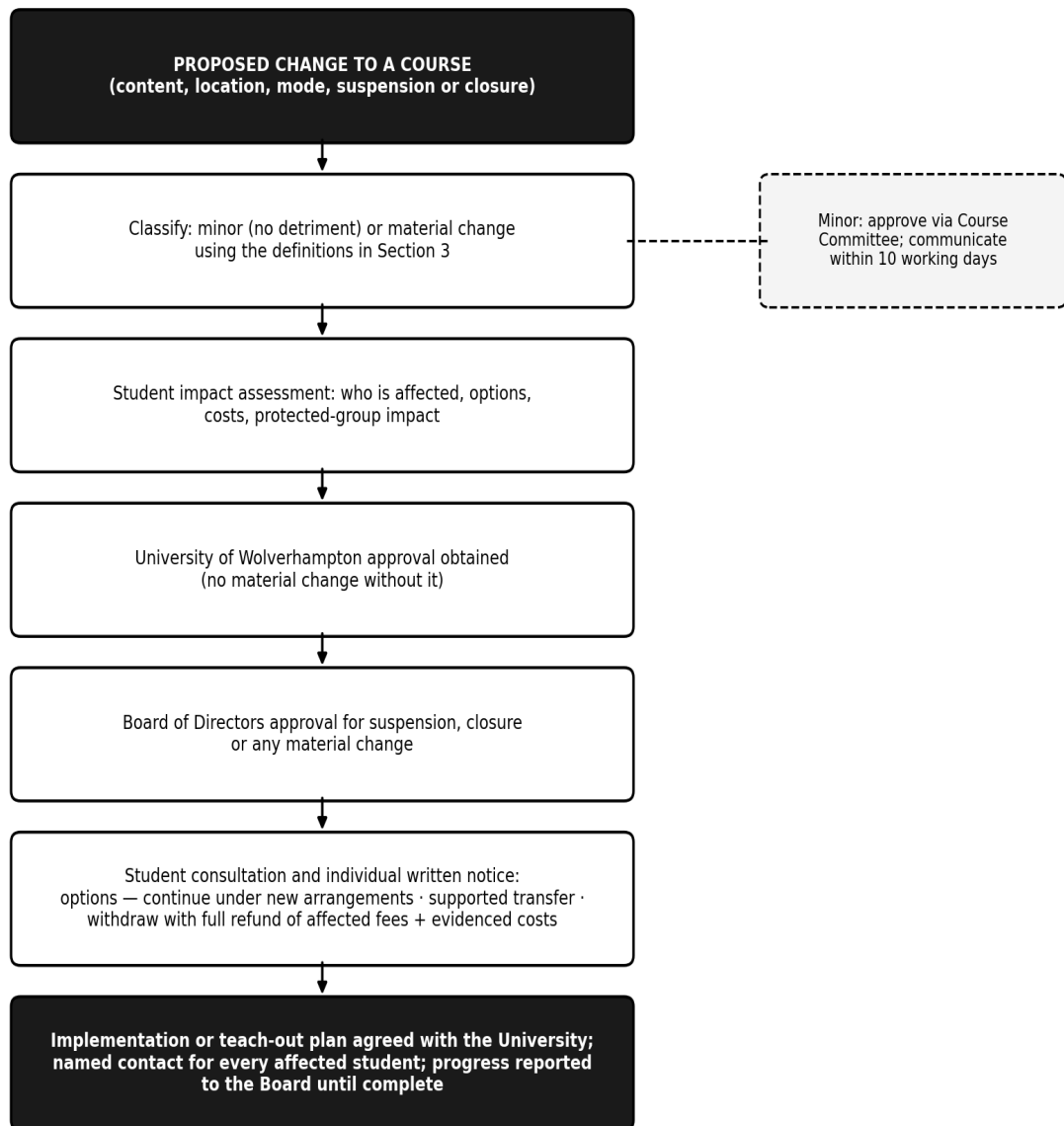


Figure 1: Course change decision and protection process

6. CONSULTATION AND NOTIFICATION

- 6.1** For every material change, the Academy shall give each affected student individual written notice of not less than one full academic term wherever the matter lies within the Academy's control, and in every case the greatest notice reasonably possible. The notice shall be written in plain English and shall state: precisely what is changing and what is not; why the change is necessary and what alternatives were considered; the options open to the student, with the financial consequences of each stated in figures; the deadline for the student's decision, which shall allow not less than twenty working days; and the name and direct contact details of the member of staff responsible for supporting that student through the change. Where consultation can realistically influence the decision, it shall precede the decision: the Course Committee and student representatives shall be engaged, students shall be given a genuine opportunity to

comment, and a summary of the responses received, and of the Academy's answer to them, shall be placed before the approving body. Minor changes shall be communicated within ten working days through the virtual learning environment and by email, identifying what has changed and whom to contact with concerns.

7. SUSPENSION OF RECRUITMENT

- 7.1** A suspension of recruitment requires the approval of the Board of Directors upon a documented business and quality case, and the prior notification of the University of Wolverhampton. Enrolled students are unaffected in their entitlement to complete their course and shall be told so explicitly: the notice of suspension shall state in terms that teaching, assessment, support and progression continue unchanged for existing cohorts. Because reducing cohort sizes can quietly erode the student experience, the Academy shall apply enhanced monitoring to any suspended course — termly review by the Course Committee of staffing, resources, timetable viability and student satisfaction — and shall report that monitoring to the Academic Board. Offer-holders affected by a suspension shall be informed immediately and offered, at their election, deferral to any available alternative intake, supported transfer under Section 9, or cancellation with a full refund of every sum paid.

8. CLOSURE AND TEACH-OUT

- 8.1** A closure requires the authorisation of the Board of Directors, the agreement of the University of Wolverhampton, and the completion of a written teach-out plan before any communication of certainty to students; a closure shall never be announced with the plan to follow. Upon closure the following commitments become unconditional obligations of the Academy: every enrolled student shall be entitled to complete their course as validated, taught to the same standard and specification, with the curriculum, assessment, external examining and assessment boards continuing under the University's regulations until the final student of the final cohort has completed; the budget required to deliver the teach-out shall be ring-fenced at the point of the closure decision and shall not thereafter be reduced; staffing for the whole teach-out period shall be planned and secured, with the University's oversight, and any unavoidable staffing change managed under Section 3 as a change in its own right; and the wider student experience — Personal Academic Tutor support, wellbeing services, student voice and learning resources — shall continue at full strength, with termly welfare checks on every teach-out cohort. Progress against the teach-out plan shall be reported to the Board of Directors and to the University every term until completion, and any material deviation shall be treated as a new decision requiring the approvals in Section 5.

9. ALTERNATIVES TO TEACH-OUT

- 9.1** Where teach-out is impossible, or where an individual student prefers an alternative, the Academy shall provide, at the student's election: supported transfer to the University of Wolverhampton or to another suitable provider, in respect of which the Academy shall prepare and transmit academic records, credit transcripts and references, shall liaise with the receiving institution until the student is enrolled and settled, and shall pay the

student's reasonable evidenced costs of transfer under the Refund and Compensation Policy; deferral, where a pause best serves the student's circumstances, with the student's place and terms protected; or withdrawal, with a full refund of all fees paid in respect of the affected academic year together with compensation under the Refund and Compensation Policy. Transfer shall never be used as a means of shedding the Academy's obligations, and the Academy's support, and its liability for evidenced costs, continue until the transfer is complete in fact and not merely arranged on paper.

10. STUDENTS' RIGHTS UPON MATERIAL CHANGE

10.1 The rights of an affected student are summarised in the following table, which shall be reproduced in every options letter issued under this policy, populated with the figures applicable to that student.

If the Academy...	The student may...	Financial protection
makes a material change which the student accepts	continue under the revised arrangements	any consequential fee reduction passed on; evidenced transition costs met under the Refund and Compensation Policy
makes a material change which the student does not accept	transfer with the Academy's full support, or withdraw	full refund of affected fees, plus evidenced additional costs, under the Refund and Compensation Policy
suspends recruitment to the course	complete the course as normal	none required — delivery is unaffected, with enhanced monitoring
closes the course	complete by teach-out, transfer with support, or withdraw	teach-out guaranteed and ring-fenced; or full refund plus compensation under the Refund and Compensation Policy

11. ROLES, MONITORING AND REVIEW

11.1 The Principal owns this policy and leads any change project under it; the Course Director is responsible for academic continuity and for the delivery of any teach-out; the Academic Registrar and Admissions Officer is responsible for records, notices, options administration and the accuracy of every figure communicated; the Quality and Compliance Lead provides independent assurance that this policy has been followed, certifying compliance to the Board at each report; and the Board of Directors approves every suspension, closure and material change and receives reports until the matter is concluded. Every invocation of this policy shall be entered on the institutional risk register under the Risk Management Policy and shall be followed, upon conclusion, by a documented review of lessons learned. This policy shall be reviewed annually and after every invocation.