## Annex D: Template for a student protection plan

| Provider’s name:  Provider’s UKPRN:  Legal address:  Contact point for enquiries about this student protection plan: |
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| **Student protection plan for the period [insert academic year]** |
| **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** |
| *Please provide an evidenced statement of your assessment of the range and level of risks to the continuation of study for your students. For example:*  *‘The risk that the provider as a whole is unable to operate is very low because our financial performance is x, y and z and we have business continuity plans to deal with a, b and c.’*  *‘The risk that we will no longer deliver courses at our Eastwood campus in the next three years is significant because we are considering the closure of this site. This poses a particular risk to students with caring responsibilities, as the Eastwood campus is our only one which has an on-site crèche.’*  *‘The risk that we are no longer able to deliver programmes in highly specialised areas in the next three years is moderate because x, y and z. These programmes have a high proportion of students in receipt of bursaries.’*  *‘The risk that we are no longer able to deliver material components of our courses is low because we design our modules to be taught by integrated teams of academic staff. For our postgraduate courses in Modern Nordic this risk is moderate because we are dependent on particular members of academic staff to deliver core teaching.’* |
| **2. The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise** |
| *Please provide an evidenced statement of the measures you have put in place to preserve continuation of study for your students in those areas where you consider the risk to be increased. For example:*  *‘If we are unable to deliver courses at our Eastwood campus in the next three years we will put in place x, y and z.’*  *‘If we are unable to deliver courses in specialised programmes in the next three years we will put in place x, y and z.’*  *‘If we are no longer able to deliver material components of our postgraduate courses in Modern Nordic we will put in place x, y and z.’* |

| **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** |
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| *Please link to or provide a copy of your refund and compensation policy and ensure that it makes provision for:*   * refunds for students in receipt of tuitions fee loan from the Student Loans Company. * refunds for students who pay their own tuition fees. * refunds for students whose tuition fees are paid by a sponsor. * the payment of additional travel costs for students affected by a change in the location of their course. * commitments to honour student bursaries. * compensation for maintenance costs and lost time where it is not possible to preserve continuation of study. * compensation for tuition and maintenance costs where students have to transfer courses or provider.   *Please provide an evidenced statement of how you will ensure that you can deliver the financial implications of your refund and compensation policy. For example:*  *‘We have cash reserves of x which would be sufficient to provide refunds and compensation for those y students for whom we have identified an increased risk of non-continuation of study.’*  *‘We will put in place insurance arrangements of x to provide refunds and compensation for those y students for whom we have identified an increased risk of non-continuation of study. We will ensure that this is in place by 1 August 2019.’* |
| **4. Information about how you will communicate with students about your student protection plan** |
| *Please provide a statement about how you will communicate the provisions in your student protection plan to current and future students. For example:*  *‘We will publicise our student protection plan to current and future students by…’*  *‘We will ensure that staff are aware of the implications of our student protection plan when they propose course changes by…’*  *Please provide a statement about how you will work with your current students in the development of your student protection plan. For example:*  *‘We will review our student protection plan by…’*  *‘Our students will be involved in our review by…’*  *Please provide a statement about the arrangements you will put in place to communicate with affected students should your student protection plan need to be implemented. For example:*  *‘We will inform our students if there are to be material changes to their course by…’*  *‘We will give students x days’ notice when we need to make material changes to their course…’*  *‘If we need to implement the measures in our student protection plan we will do x, y and z to support students collectively and individually.’*  *‘We will put in place a, b and c arrangements to ensure that our students have access to independent advice if we need to implement the measures in our student protection plan.’* |