Contingency Policy to Protect Foundation Course Students

Date: 08-02-2021	Drafted by: **Byron Skelton**
Stay Campus London Ltd	Reviewed by: **Kevin McNally, Petra Jedlickova, Denisa Sava, Paul Clarke**
Pertaining to academic year: **2022/2023**	Review Date: **27-08-2022**

A copy of this contingency policy is made available to all students and partner agencies on application for enrolment on a Stay Campus foundation programme course and may be accessed via a link in the Policy section of our website.

This policy will also be available to all academic and administrative staff on the company server and displayed on various internal noticeboards.

In the event that specific points outlined in this policy need to be implemented, these will be immediately communicated to all directly affected students and relevant SCL staff members by Kevin McNally.

Please email any questions regarding this policy to Kevin McNally at **kevin@staycampus.com**

Risk Category	Description of Risk	Mitigation Measures
Permanent closure	Forced cessation of normal activities owing to insolvency, events owing to force majeure, etc	In the event of imminent and permanent closure, enabling students to complete their foundation course will remain SCL's first priority. Academic and administrative staff will take all action necessary to support students affected to ensure that: - All remaining taught components of the foundation course are delivered, either in-house, through foundation partner organisations or through recognised educational providers offering equivalent programmes - UCAS applications for all enrolled candidates are completed and submitted - Any historic or emergent VISA issues have been resolved - Communication with the Home Office is maintained regarding changes to CAS status - External stakeholders such as foundation partner organisations and agency representatives are kept up-to-date with ongoing developments

Contingency Policy to Protect Foundation Course Students

Risk Category	Description of Risk	Mitigation Measures
Partial closure	Temporary staff shortages, sector-wide shutdown, site damage, etc, leading to a cessation or prolonged interruption of normal activities	In the event of temporary or partial site closure, SCL will take all necessary steps to: - Relocate students to alternative and nearby premises within the TSC group, or to alternative providers with comparable facilities. Full risk assessment of alternative sites will be undertaken prior to their use. - Revise student timetables to enable the delivery of course components in existing facilities unaffected by closure. In the event that this requires tuition or student contact sessions to take place outside of normal school hours (08.00 - 18.00), all affected stakeholders will be consulted and consensus sought before implementation of the new timetable. - Recruit additional qualified tutors on a temporary basis to cover staff shortfalls - Switch to remote learning delivery using video communication platforms such as Zoom, Google Meets etc. Relevant training will be provided to all stakeholders prior to initiation.
Licence to operate	Loss of or restrictions to Tier 4 Sponsor Licence	SCL will take all necessary steps within their power to ensure minimal service disruption to students enrolled on foundation programmes by: - Working with UKVI to ensure in-course students can complete the programme of study on which they have enrolled - Enabling any students who have already received a VISA following CAS allocation by SCL to enrol and begin their study programme - Engaging partner organisations and/or educational providers offering equivalent programmes to deliver remaining components of the course - Inviting students who have not yet left their country of origin to postpone their enrolment until the relevant licensing issues have been resolved - Assisting students to take up sponsorship with an alternative provider within our network of contacts

Contingency Policy to Protect Foundation Course Students

Risk Category	Description of Risk	Mitigation Measures
Accreditation	Loss of accreditation from foundation programme accreditation provider	SCL will take timely action in order to - Reach agreement with the accreditation body on measures to ensure affected students can complete their programme of study - Assist students to complete their course with an alternative provider within our network of contacts
Minor Disruption	Short-term disruption to normal activities resulting from loss of power, unforeseen site maintenance, disruption owing to extreme weather conditions	Measures that SCL will implement to mitigate against short-term disruption may include: - Timetable changes, such as postponing and rescheduling face-to-face tuition / student contact sessions until normal activities can be safely resumed - Replacing scheduled face-to-face tuition with remote learning sessions - Temporarily utilising alternative nearby premises within the TSC group, or through alternative providers with comparable facilities

General Provisions

(1) When implementing any of the mitigation measures outlined above, SCL shall refer to their own Business Continuity Plan as required.

(2) Should SCL be unable to deliver a programme of study that has already been paid for, financial compensation will be offered in line with our Refund Policy