

The Withdrawal of Centre Approval Status by Awarding Body

Osymar International College of Education shall work hard to meet our obligations in delivering quality education to our learners on all our course programmes and at all levels. However, for any circumstances beyond our control that may result to the withdrawal of our centre approval by an Awarding Body, or the colleges ceases to trade, the college MUST comply with the laid down requirements to ensure that the disruption of lectures and the continued studies of our learners are limited to the barest minimum.

Osymar International College of Education shall take it upon itself to transfer learners to other colleges of learning that meets the quality requirements of the integrity of the qualification on offer. In the event of the above, the college makes it mandatory to take all reasonable steps to act in the learners' legitimate best interests in the event of withdrawal, suspension or termination of recognition and/or approval conducted by the Awarding Body including, co-operation as may be required to effect the transfer of learners to another recognised centre.

However, Osymar International College of Education must comply with the requirements of the Awarding Body as stipulated in their policy on centre approval withdrawal as follows:

1. Comply with Policy and Procedures for the withdrawal of Recognition.
2. Promptly prepare, maintain, and comply with a written withdrawal plan.
3. Cooperate fully with the Awarding Body
4. Provide clear and accurate information about the withdrawal to the learners and funders.
5. Immediately cease to enrol learners onto our course programmes.
6. Provide the Awarding Body of the relevant details of all Learners enrolled for the course programme.
7. Take all reasonable steps to protect the interests of learners, including, by assisting with or securing a transfer to a different Recognised Learning Centre.

The Transfer of Credit and Progression

Upon withdrawal of Centre Approval, the management will arrange to transfer all the achievements, especially the unit assignments achieved and the credit to the "selected" learning institution in writing by using the "Record of Grade Achievement" of each learner to the selected and/or the preferred learner's institution. This shall be transferred from college to college through (1) official emails (2) recorded delivery. The transfer of the Record of Grade Achievement shall be in PDF format, signed by the Head of Centre/Internal Quality Assurer. In his/her absence, the lead Internal Quality Assurer and/or the Head of Administration shall assume the responsibility and transfer the record of grade Achievement accordingly. The transfer shall be accompanied by a letter in the organisation's letterhead and shall be signed and dated by the relevant authority. See example.