

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## STUDENT PROTECTION PLAN

### Student Protection

The risk that we are unable to operate is very low because we have more than £300,000 in reserves which represents 30% of our annual turnover. We have a business continuity plan that deals with a lack of recruitment or escalation of costs. We own 2 grade II listed buildings in the centre of Reading with only a small mortgage. We are able to borrow money on these assets if required to finance students completing their course if necessary. Or we would be able to sell one of the buildings and operate out of the other.

The risk that we are unable to operate out of our current premises is therefore also very low as we own the buildings with a small mortgage and could sell one of the buildings to pay off the mortgage and fund the remainder of our students through their course.

We only run one course. All aspects of the course could be taught by a number of lecturers so if staff were to leave or the college closed then we could very easily cover teach out with even a small core of lecturers.

Currently, should the college cease to operate our validating body would not be able to deliver an acupuncture degree course. We are currently in conversations with the University College of Osteopathy to validate our degree. They do some acupuncture courses and so could continue to support our students if necessary.

The risk that the University College of Osteopathy ceases to operate is low. We will continue however exercising due diligence through the application process to ensure financial stability of the University.

- CICM students pay fees monthly so refunds will not be necessary as students only pay for the course up to the time they have been actively studying. If any students pay in advance they will be refunded on a pro rata basis and be refunded for the proportion of the course they have not accessed. This applies to self-funding students and those receiving a student loan.
- No students have sponsorship but if they did the same principle above would apply, in other words they would only pay for the course they have accessed and refunded the rest.
- Additional costs for students affected by a change in alternative provider their course will be reimbursed in full.
- We do not have student bursaries.

- Compensation for maintenance costs and lost time would be made where it is not possible to preserve continuation of study. If a student were to transfer to another provider, then any additional costs that they incur would be compensated.

We have cash reserves of £300,000 which would be sufficient to provide refunds and compensation for those students for whom we have identified an increased risk of non-continuation of study. We also could sell our buildings worth more than £1m which could fund students continuing education if necessary.

We will publicise our student protection plan to current and future students by posting on the website and putting in their student handbook

We will ensure that staff are aware of the implications of our student protection plan when they propose course changes by announcing at the teacher development days and by including this plan in the teacher handbook.

We will review our student protection plan by discussing with students at the student consultative committee.

We will inform our students if there are to be material changes to their course by emailing each student and discussing with them individually. We have a total of 150 students so we can easily discuss matters with students individually.

We will give students 60 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 support students collectively and individually by contacting each student affected individually as soon as the decision has been made. We will consult with the accreditation body, the British Acupuncture Accreditation Board (BAAB), and the validating body before making this decision.

The BAAB will provide independent advice for our students if we need to implement the measures in our protection plan. We will also speak to the acupuncture colleges nearest to our students to make arrangements for them to deliver the course.

