

Student protection plan for the period 202 /2

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

The risks to the continuation of study for our students arise from both internal events and external events outside our control.

Internal events:

The American College of Thessaloniki (ACT) maintains established business continuity plans and arrangements that deal with a range of events. We frequently run test exercises to make sure that our plans are fit for purpose. These exercises include post-hoc evaluation and identification of learning.

The risk that the ACT campus closes is a relatively low as it is a high-esteemed college in Thessaloniki, having an extensive track record of delivering successful programmes and running its business effectively. It also recently devised a strategic plan covering the next 5 years.

The risk of financial failure is low since ACT is in a solid financial status with a high level of financial reserves and diverse income sources (tuition, donors etc.).

The risk that ACT decides to discontinue a sps5]TJ -3

The risk that staff recruitment and/or student enrolment are negatively impacted as a result of UK's exit

3. Information about the policy you have in place to refund tuition fees and other relevant cost to your students and to provide compensation where necessary in the event that you are no longer able to preserve continuation of study s

In the event that the college is no longer able to preserve continuation of study, policies relating to refunds and compensation will be available on the ACT's website (www.act.edu) as this would be the first place students should make enquiries too.

4. Information about how you will communicate with students about your student protection plan

We will publicize our student protection plan to current and future students by making the plan available on our website and referencing it appropriately in our communications with students during the recruitment and admissions process.

We will ensure that staff are aware of the implications of our student protection plan when they propose programme changes by including a reference to the Student Protection Plan in our programme approval and amendment documentation.

We will review the Plan annually and will regularly seek views on this plan from the Student Government Association (SGA) as part of our student engagement process. Any immediate views, concerns or feedback in relation to this plan, should be referred to the Associate Dean for Administration & Student Affairs.

We will inform students of any material changes which may affect their studies in a timely manner. Should the student protect plan need to be triggered, students will be notified by the Associate Dean for Administration & Student Affairs (or delegate) via email. We commit to giving our students the maximum amount of notice of any changes, at least 12 weeks prior to the intended dates of programme change or closure where this is possible.

If we need to implement the measures in our Student Protection Plan we will use established mechanisms operated through Student Services to support students collectively and individually.

Advice and support will be offered in the first instance by the Associate Dean for Administration & Student Affairs (or delegate). Additional advice and support will be available from Director of Student Services (or delegate).