



STUDENT TRANSFER POLICY

1. Introduction

Student Transfer refers to a process whereby a current student, either at London School of Commerce & IT (LSCI) or at another institution, moves from one academic programme to another, or one mode of study, for example from full time to part time.

This includes students transferring to LSCI from another institution; transferring from LSCI to another institution; transferring between LSCI programmes; or transferring to a different mode of study, for example from full-time to part-time.

This policy applies to current students at LSCI; current students at institutions outside LSCI, and LSCI staff involved in the transfer process.

In-year transfers to or between LSCI programmes will not normally be permitted if more than two weeks of the academic year has passed.

Where a student's prior attainment exempts them from a module, a delayed start to a programme may be possible if the timetable permits it, and this will be determined by the Principal or Dean.

2. Process for Students Transferring to LSCI from another Institution

The eligibility of a student from another institution to transfer to a LSCI programme is determined by the programme entry criteria, the timing of the request, and LSCI's Student Recruitment Policy.

Students from another institution wishing to transfer to a LSCI undergraduate (Level 4-6) programme should contact the College admin team at admissions@lsci.org.uk. Following a preliminary check the potential students will be advised if they are eligible to apply.

Upon receiving the application on LSCI Application Form, the admissions panel will review the merit of the transfer and take a decision. The outcome will be notified to the applicant. If approved the admin team will then start the transfer process.

Students transferring to LSCI programme, whose previous admission was based on prior attainment, will be required to provide the original certificate(s) or transcript(s).

In the event that the transfer to LSCI is denied, the applicant will be informed by admin team and should they wish to appeal the decision, are advised to consult Student Recruitment Policy and Policy on Academic Appeals and Complaints (available at www.lsci.org.uk).

3. Process for registered LSCI students transferring out to another Institution

To begin the process of transferring out of a programme, a registered LSCI student must fill in the 'Withdrawal Form' (Appendix 1). This will be reviewed by the admissions panel for an approval. Once the withdrawal has been confirmed, the relevant student achievement at LSCI will be provided as follows.

3.1 Students with an Interim Award

Where a student wishes to transfer from LSCI to another institution following completion of a level of study which provides for an award, for example, a Higher National Certificate (HNC) achieved through successful completion of Year 1 of BTEC HND at LSCI and passed in all level 4 120 credits, a certificate and transcript will be provided. This certificate is made available following confirmation of the award by the awarding organisation (in this case by Pearson).

3.2 Students without an Interim Award but with Completed Modules

Where a student wishes to transfer from LSCI to another institution following completion of one or more modules (which has not resulted in an interim award), or a foundation programme, they should request for a "No Award Transcript". This transcript will be provided in an electronic or hard copy and will be endorsed by the Principal or Dean. The transcript will provide details on all assessment and units undertaken by the student concerned and will include the level of study, the number of credits and the grades achieved.

4. Process for registered students transferring between LSCI Programmes (Course Change)

The formal request to transfer between LSCI programmes is made using the Course Change Form (Appendix 2). The Principal or Dean will consider the course change request. Where a course change request is accepted by the Principal or Dean, the information will be forwarded to the admin team, to create the new record.

5. Additional Advice and Guidance

For additional guidance regarding transfer process, students should contact the admin team on 02077022509 or email to: admissions@lsci.org.uk.

**LSCI Policies 2026/
Student Transfer Policy**
Effective from: Jan 2026 Review Date: Dec 2026

**Reviewed: Jan 2026
Dr Anwarul Haque
Version 8**



Withdrawal Form

Please use this form if you are studying at LSCI undertaking a course and you wish to withdraw permanently from the College and from your programme of study.

Please complete the detail below and tick the student declaration to confirm that you understand the conditions of withdrawal.

| STUDENT DETAILS | | | |
|----------------------------------|--------------------------------|---------------------------------|---|
| Name | | Student ID | |
| Customer Reference Number | | Student Support Number | |
| Name of the course/qualification | | | |
| Year of study | Year1 <input type="checkbox"/> | Year 2 <input type="checkbox"/> | Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> |
| Course start date | | | |
| Course end date | | | |
| Last date of attendance at LSCI | | | |

Student declaration

- I understand that by completing this form:
- I will be withdrawn from my programme of study.
 - I will be withdrawn from any outstanding assessments and examinations.
 - I will not be entitled to attend classes or use any of the facilities of the College other than those that are open to members of the general public.
 - I must return all books that I borrowed from the College library.
 - If I wish to take re-admission to the College, I must apply through the normal application procedures and that re-admission is not automatically approved.
 - The date of my withdrawal is the date on which this form is received by the College and any change in my tuition fee liability will be calculated from this date (Please refer to the College Refund and Compensation policy at
- (i) <http://www.lsci.org.uk/downloads/refund-compensation.pdf>(ii)

| | |
|---------------------------|-------|
| Approval of the Principal | |
| Signature: | Date: |



Course Change Form

Please use this form if you are studying at LSCI undertaking a course and you wish to change your existing course to another.

Please complete the detail below and tick the student declaration to confirm that you understand the conditions of change.

| STUDENT DETAILS | | | |
|---|--------------------------------|---------------------------------|---|
| Name | | Student ID | |
| Customer Reference Number | | Student Support Number | |
| Name of the existing course/qualification | | | |
| Year of Study | Year1 <input type="checkbox"/> | Year 2 <input type="checkbox"/> | Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> |
| Course start date | | Course end date | |
| Name of intended course/qualification | | | |
| Course start date | | Course end date | |
| Reason for change | | | |

Student declaration

- I understand that by completing this form:
- I request to change my programme of study from existing to the intended
 - I will be withdrawn from any outstanding assessments and examinations of my existing course
 - If I wish to revert back to the previous course, I must apply again as a new applicant.
 - The date of course change will be the date when my application is approved by the College and any change in my tuition fee liability will be calculated from this date (Please refer to the Refund and Compensation policy at <http://www.lsci.org.uk/downloads/refund-compensation.pdf/>)

| | | | |
|-------------------|--|------|--|
| Student signature | | Date | |
|-------------------|--|------|--|

Comments from the Course teacher/Dean:

Approval of the Principal:

Signature:

Date: