



Stratford College London

## Student Transfer Arrangement

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## **Student Transfer Arrangement**



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## Introduction

This policy and procedure document formulates the requirements and arrangements for students who are currently studying HND courses at another institution and wishing to transfer to Stratford College London (SCL) and likewise, the requirements for current SCL students who are considering transferring to another institution. This document also specifies the requirements and arrangement in place for transferring within SCL from one Programme to another.

We are committed to fair admissions and seek to operate a transparent, reliable and inclusive enrolment practice that would meet the needs of our students, aligned with our core values and are in accordance to legislations of the United Kingdom. This policy must be read in conjunction with the:

- Admissions & Enrolment Policy and Procedure
- Recognition of Prior Learning Policy
- Student Protection Plan
- Tuition Fee Refund Policy

## Reason for Wishing to Transfer

Sometimes students may want to transfer to another programme or leave their institutions entirely for different reasons. These may include the following:

**Dislike for the course:** Maybe it is too difficult or not very enjoyable as originally anticipated or you may have realised that it is not the right route for your future career plans.

**Not happy with the location:** Sometimes our local students may want to transfer to an institution which is closer to their home address to avoid long commutes. It could also be because the student does not enjoy studying at the College irrespective of its location.

**Feeling lonely:** Sometimes students do not enjoy their studies if they have not made enough good friends and are unable to effectively engage with peer mentoring and learning. In such situations, they may feel isolated and lonely in class.

**Have personal issues:** Whether it be a disability, bereavement, mental health reasons, or other well-being and health-related issues which prevent them from engaging fully with their course.

**Courses have been discontinued by SCL:** In this situation, SCL will provide ample notice to students and facilitate their transfer to other institutions in accordance with our procedures for termination of courses as part of the Student Protection Plan.

## Implications of Transferring

Although this process is not uncommon, it can be difficult and stressful, especially if it feels as if other students are having a great time with their studies. If you are considering transferring, we advise you to:

- a. **Identify exactly what you may be struggling with.** Perhaps these issues could be addressed with some support before considering leaving. Don't make a hasty decision.

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- b. Ask yourself questions:** Would dropping out of or transferring college solve your issues? Are you really making the most of the opportunities available to you? You have to actively go and find them. If you are feeling lonely, for example, and struggling to make friends, have you considered opening up some more and engaging in extracurricular activities?
- c. Talk to someone:** Your lecturers are your first point of contact. You can speak to your lecturers and if the issue is not resolved, you will be referred to the Student Support Officer. Talking through something may help you realise things that you may not be able to on your own. They also may have some good ideas of what you could do to make the situation better. Figure out what you would have to do – How easy would it be? In some cases, you may have to start again from the beginning (repeat the year if it is too late to transfer in your current year) or wait for the next intake of students for the new programme or institution you wish to transfer to. If you transfer course and start a new one part-way through the year, you may not know anyone in your course and may feel behind. It is therefore important to think about this at the right.
- d. Consider student finance implication:** Transferring to another college may have certain implications on your student finance if you are a government-funded student. If you leave your course within one month of the course start date, you will be entitled to a full refund of the tuition fee. However, if you leave after one month of the course start date, regardless of what point in the term you leave your course, you will have to pay for the full term tuition fees. If you leave midway through an academic year you will have to pay for the full first and second term tuition fees. If you leave College in your third term, you will have to pay for the full tuition fees for the year. You may need to find out more by reading the SCL, Tuition fee Refund Policy as well as contacting Student Finance or the Students Loans Company for further details on the financial implication before you make a decision about transferring.
- e. Consider credit transfer:** You will need to consider if credits from modules completed can easily be transferred to another programme or to another institution. If your new institution is running the same programme as SCL, it will be easy to transfer the credits from modules achieved through the Recognition of Prior Learning (RPL) processes of the institution you wish to join. In situations like this, you will be advised to complete one year so you can transfer to the next academic year in the new institution. It is better to leave with good results than nothing at all.

### Process of Transferring Out of SCL to another Institution

Where a current SCL student would like to transfer out of SCL to a different institution, the possible implications as detailed in Section 3 will need to be considered by the student. Prior to any formal request for a transfer, the student should consult with a relevant tutor to ensure that they have made an informed decision to transfer. A formal request is sent via email to admin ([admin@sclondon.ac.uk](mailto:admin@sclondon.ac.uk)) for consideration. Following this, SCL will facilitate the process by following the steps outlined below:

- Hold a meeting with the students to find out why they are transferring and to which institutions they are transferring to and their admission requirements. This meeting will be attended by the student, their Programme Leader, Student Support Officer and will be recorded on the student meeting form. In the meeting, we will find out how the course is wrong for you? What would make it better? Is it the course content, or the people? If the student is not able to decide what the issues are, there could be a suggestion for them to consider taking time out to gain some work experience, travel or volunteer to make their CV better than if they just had a large gap.

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- Ascertain if the credits they have already gained from SCL can be transferred to their new institution and advise accordingly.
- Prepare an academic transcript of units passed, credit values and grades obtained together with their Pearson registration numbers. For each full-time year of HND completed 120 credits are awarded. Otherwise, students will receive credits for the modules they have completed and passed.
- Provide academic references if required as per the admission process of the new institution.
- Enter all grades on the Pearson database to enable the claiming of unit / module certificates
- A designated member of the Academic Board will formally write to the student to approve their request for termination of their registration with SCL.
- The SLC, and/or Pearson will then be informed of their withdrawal from the College.

### **The Process of Transferring Within the SCL to another Programme**

- a. Where a student currently studying on a programme at SCL would like to transfer to a different programme within the same academic department or to a different department, the student will need to consult with the Programme Leaders in the first instance.

The Programme Leaders will record the meeting

- i. If this request is made within four weeks of the course start date, transfer to the new programme is smoothly facilitated and this will not affect student finance arrangement. In this circumstance, the student finance, and Pearson will be informed of the move to the new programme accordingly.
- ii. If the department is supportive of a move request after 4 weeks of the course start date, arrangements can be made via the Programme Leaders. Approval will be dependent on the suitability of previous qualifications, modules undertaken, grades achieved, and availability of space and how the credits can be transferred to the new programme. In situations where credits achieved are not transferrable to the new programme.

Where a student currently studying on a programme at SCL would like to transfer to a programme in a different academic department the student will need to consult with the Programme Leaders in the first instance as outlined previously.

### **The Process of Transferring to SCL from other Institution in the UK**

- a. SCL will consider such applications on their individual merits for direct entry into the second year for the Pearson HND programmes.

Applicants are required to submit an application via the appropriate admission process on our website in order to be considered for second year entry. This must include the following to assess their suitability:

- A recent transcript outlining all modules, courses completed or being taken as part of the current programme of study and marks received. These transcripts must be issued by the awarding organisation for HND programmes.
- A predicted grade/classification from a current tutor, preferably as part of a written academic reference (if possible) although this will not be considered for APL until the final transcript is provided.

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- A written statement including reasons for requesting entry to SCL for that particular programme including their career plans and a list of all academic and other relevant achievements to date.
- A copy of your passport or immigration document to ascertain whether you are eligible for student funding.

Once this information has been received, SCL will endeavour to make a timely decision as to whether an offer of a place for second year of entry can be made.

If the courses or modules/units previously taken do not satisfactorily match the core components of the SCL courses an alternative offer such as starting in the first year may be considered. This will be subject to their eligibility for funding for students who consider government funding as their only financial option.

Students will then go through the existing admission process which will include an interview and initial assessment prior to being accepted on their chosen programmes.

A student who leaves a previous institution after a month of enrolment will be considered for admission to commence their course in the first term of our next intake period should they meet all the conditions outlined above without the need for producing academic transcripts.

Students who have completed their first or second term of study (Year 1) in another institution that provides a similar programme such as the Pearson HND qualifications are allowed to continue in the second or third term of the programme (Year 1) depending on the availability of space, availability of a similar cohort of students and the previously taken modules/units satisfactorily match the core components of the courses. In all cases, they should meet all the entry requirements outlined above and must supply academic transcripts produced by the awarding organisation.

Similarly, any transfer from another institution within the first year of their studies, where modules/units do not sufficiently match the requirement of SCL, will require the students to start from the first term in the next available intake.

Students must also check their eligibility for student finance if that is their only option for funding.

### **The Process of Transferring to SCL from Non-UK Institutions**

SCL strives to maintain its academic standards and to ensure that all programmes delivered in the institutions are aligned with the expectations of the quality Code for higher education in the UK and follow the Framework for Higher Education Qualifications (FHEQ) in the UK. Qualifications taken at other institutions outside the UK must be deemed equivalent in order to be considered for transfer purposes.

Under the Credit Accumulation and Transfer Scheme (CATS) which provides a system for recognition of academic credits from modules/units and for the whole programme, one credit is equivalent to 10 notional hours of study time (contact hours and independent study). For each year of HE study, we accumulate 120 credits at Levels 4 and 5 under the FHEQ. Overseas qualifications are checked by UK ENIC to assess their equivalent levels under the FHEQ. For example, a degree from abroad which is equivalent to a Level 5 qualification from the ENIC Assessment will require a year top-up in order to achieve a full degree under the FHEQ.

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As per the FHEQ, the typical skills acquired during a Level 4 qualification are:

- Knowledge of the underlying concepts and principles associated with the area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- Ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of the subject(s) area of study.
- Evaluate the appropriateness of different approaches to solving problems related to the area(s) of study and/or work
- Communicate the results of the study/work accurately and reliably, and with structured and coherent arguments
- Undertake further training and develop new skills within a structured and managed environment.

Any student wishing to transfer into the second year of study at Level 5 will be required to show that they either have sufficient numbers of credits or that they have gained the skills and knowledge provided above.

This can be demonstrated by the use of transcripts, a detailed statement by the applicant, a detailed reference from a previous tutor, and official programme/module specifications. Each application will be considered on a case-by- case basis.

### **Procedure for Suspension and Termination of Courses**

Courses or modules may be ‘suspended’ (put on hold and not run for the time being but with the possibility of being run again in the future) or ‘terminated’ (formally and finally closed).

#### **a. Suspension Decisions**

Suspension decisions may be made for operational reasons, e.g. low numbers of students applying/registering, financial constraints such as increased staffing or resource costs, loss of external funding or changes to the regulations. The suspension is likely to be more common than termination, and may sometimes be necessary at short notice – e.g. certain specialist modules might be suspended in occasional years when student demand is too low to justify running them.

Programmes may be suspended by the Chair of the Academic Board on behalf of the Academic Board. These parties should normally consult with the Programme Leaders. Any suspension decisions should be reported back to the next meetings of the Academic Board and Board of Directors giving clear reasons. Suspension decisions should be communicated with the relevant awarding organisations.

#### **b. Termination Decisions**

The decision to terminate may be made for operational, academic or strategic reasons, e.g. introduction of a new course rendering an older one redundant. Termination decisions must be approved by the Board of Directors, on the recommendation of the Academic Board. This should not be done at short notice; where there is a time constraint; a programme may first be suspended and then subsequently terminated.

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### **c. Impact on Students**

Suspension or termination should normally be a case of closing a course to new registrations, and should not usually affect current students – who should wherever possible be given the opportunity to complete the course for which they originally registered. However, if a suspension or termination decision will materially affect students who are already registered for such a course (e.g. by decreasing the number of staff supporting it, limiting the number of assessment opportunities etc.), then these students should be consulted, with the Academic Board deciding how best to minimise any potential detriment to them. Where appropriate, all reasonable efforts should be made to give such students the opportunity to transfer to an equivalent, replacement or similar course within or outside the institution.