



London Film School - Transfer In-Out – Supporting Statement

We hope that enrolled students will complete their studies with the London Film School. Before making the decision to withdraw or transfer out from LFS, you may wish to explore other options with your Personal Tutor or the Head of Studies (e.g. deferment or transfer to another LFS course).

Student Services will support you if you have already enrolled and wish to transfer out of your course to another Higher Education provider. Should withdrawal or transfer to another provider be necessary we will support you by:

1.	Requesting that you read the School's Withdrawal Policy and note the School's Tuition Fees Policy
2.	Requesting that you to seek guidance from your Personal Tutor and if you are confident that withdrawing from LFS is the correct course of action, then please complete the School's Withdrawal Form and return to Academic Registry. If you are having difficulties with your course or you are in need of any advice or support, then please seek advice from student.services@lfs.org.uk
3.	If you wish to obtain confirmation of completed credit attained (please note that you must submit and pass all parts of the assessment for the module as confirmed by the Board of Examiners to achieve module credit). You can request this to be transferred to another provider by requesting a transcript from the Validating Body which is Warwick University using your log Warwick log in https://warwick.ac.uk/services/academicoffice/studentrecords/records/
4.	You will receive confirmation and details of your withdrawal once the form is submitted to Academic Registry.

Transfer In to London Film School from another Provider

The London Film School operates a separate policy for Accreditation of Prior (Experiential) Learning (AP(E)L). We will support you by:

5.	Requesting that you read the School's Admissions Policy
6.	Advising that Applications for accreditation of prior learning, either APCL or APEL, should be made using the processes of the validating university. All associated fees charged by the university or any incidental costs, including the translation into English of any evidence, will be the responsibility of the student. Please read the LFS APEL Policy
7.	Applicants wishing to apply for AP(E)L should read the relevant policy and contact the Admissions Office admissions@lfs.org.uk to discuss their options.

In the unlikely event that School is unable to continue its operations in their entirety, LFS will work with the awarding bodies to identify options for course completion. This may include transfer of students to the university partner or transfer to another provider. Further details are contained in the School's [Student Protection Plan](#) that has been approved by Academic Board and submitted to the Office for Students.