

Policies and procedures for Student Registration

All students registered at Westfield House must:

- have the appropriate qualifications to meet the minimum standard required for entry into the traditional British universities. In the case of a student coming through the English or Welsh education system this will be two subjects at GCE A level and at least three **further** subjects at GCSE or GCE O level at grade C or above **or** three subjects at GCE A level and at least one **further** subject at GCSE or GCE O level at grade C or above **or** two subjects at GCE A level and at least two **further** subjects at AS level
- satisfy the admissions board that they are suitable candidates to enrol on a course of training for the pastoral ministry
- demonstrate an appropriate level of ability in English. In the case of students whose home language is not English, this will normally require GCSE (grade C or above) in English, or a qualification deemed to be equivalent
- be approved by their church body for enrolment. In the case of a student applying within the ELCE, this approval will be sought from the Executive Council. The ELCE will usually not sponsor an applicant who has not been an active member of one of its congregations for at least two years. Mature applicants will be encouraged to complete a course unit with Westfield House by correspondence before enrolling. Applications from overseas must be made through a Lutheran Church body (ordinarily a member of the International Lutheran Council), or a seminary belonging to such a body. Students enrolling from outside of the European Union must indicate their intention of returning to their country of origin at the conclusion of their studies.
- be responsible for tuition and, where applicable, lodging fees. Applications for bursaries from the Friends of Westfield House will only be considered if submitted by church bodies, and not from individuals.

Acceptance at Westfield House does not constitute an offer of employment within the ELCE or a partner church body. British and EU students completing the requirements of the course satisfactorily and wishing to proceed towards ordination may be placed in a parish for a period of supervised curacy, and may subsequently be given a call under the direction of the ELCE's Executive Council.

Applications to study at Westfield House, made on the appropriate forms, are considered by the faculty who will make recommendation to the Westfield House Committee or directly to the Executive Council of the Evangelical Lutheran Church of England. Successful applicants will be notified accordingly, and entered on the register of students at Westfield House.

Students on exchange programmes, while included on the Westfield House register, will remain the responsibility of their home institution, who will also accept responsibility for their fees in the event of non-payment.

Policies and procedures for non-arrival of students

In the event of a British or EU student failing to arrive for their course of studies, naturally enquiries will be made concerning their well-being, but no formal action need be taken beyond removing them from the register of students.

In the event of an overseas (non-EU) student failing to arrive, enquiries will be made with the sponsoring institution or church body to ascertain whether they have left their home country. If they have left their home country, the Immigration and Nationality Directorate of the Home Office will be immediately notified on the student's non arrival.

Policies and procedures for non-attendance of students.

In the event of a British or EU student failing to attend their course of studies, naturally enquiries will be made concerning their well-being. If there is no valid ground for absence, a formal warning will be issued. If attendance does not resume within three days of the warning being issued, the student will be removed from the register of students.

In the event of an overseas (non-EU) student failing to arrive, enquiries will be concerning their well-being. If there is no valid ground for absence, a formal warning will be issued. If attendance does not resume within three days of the warning being issued, the student will be removed from the register of students, and the Immigration and Nationality Directorate of the Home Office will be immediately notified accordingly.