

Student Transfer Arrangements

1 Introduction

In accordance with the Higher Education Research Act 2017 (section 38) and the Office for Students Regulatory Framework for Higher Education in England 2018, Higher Education Providers are required to publish details of student transfer arrangements.

The Student Transfer Arrangements detailed in this document apply to current students across West Herts College Group (trading as West Herts College and Barnfield College); students external to the college; WHC Group staff and includes details of:

Transfers between courses delivered across the WHC Group;

Transfer to a course delivered at another provider;

Transfer from a course delivered by another provider; and

Student transfers as a result of an event detailed in the WHC Group Student Protection Plan.

As part of the transfer process students should consider the potential financial implications regarding any loans secured through Student Finance England (or alternative funding sources).

2 Transfers between courses delivered across the WHC Group.

The College will consider the completed credits, level achieved, subject studied in addition to any previous study as appropriate.

Transfer between courses will be reviewed by the WHC Group admissions team and the relevant curriculum areas.

3 Transfer to a course delivered at another provider

The College will provide support to confirm completed credits and the level achieved which is evidenced via the student transcript.

Students are advised to ensure that they meet the entry requirement for the provider they are seeking to transfer to.

4 Transfer from a course delivered by another provider

Applications will follow the College's standard admissions process. The subject previously studied, the credits and level achieved, alongside any other previous study will be taken into consideration.

Supporting evidence in the form of a transcript will be required to confirm prior academic achievement.

5 Student transfers as a result of an event detailed in the WHC Group Student Protection Plan

The WHC Group is committed to completing delivery of the courses it offers and will always endeavour to ensure this occurs.

The Student Protection Plan provides details of arrangements for students in the instance of, for example: campus closure, course closure, changes to course content and loss of validating partner.

The full Student Protection Plan should be read in conjunction with this document.

6 Student refunds and compensation

The WHC Group Refund and Compensation Policy is available on the College website.

Where applicable, full or partial refunds will be offered in line with the Refund and Compensation Policy and Student Protection Plan.

7 Further advice and guidance

In the first instance, queries relating to transfers should be made via our admissions team: admissions@westherts.ac.uk