

**University Centre Hartpury
Tuition Fee Policy: 2017-18**

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This policy applies to all students studying undergraduate or postgraduate courses at Hartpury College.

The Tuition fee policy may be amended to take account of Government legislation enacted after the date of publication. Any amendments will be notified to any student affected.

Hartpury College is committed to a fair and transparent policy in respect of charges made to students.

1 Definitions

1.1 Tuition fees and the financial support available are based on whether a student is classified as a UK, European Union (EU), Offshore or International student.

1.2 Tuition fees and the financial support available are based on whether a student is classed as a new or continuing student. For these purposes the following definitions apply:

1.3 New Student

A new student is one who

- starts a new course at Hartpury College in the current academic year and where the course is at a different level from any course taken during the previous academic year.
- A student who is continuing the same course at Hartpury College following an authorised break from study of two years or more.
- A student changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to a part-time mode of attendance while still registered on a full-time course.
- A student "topping up" a higher education qualification (e.g. from Foundation degree to an Honours degree).

1.4 Continuing student

A continuing student is one who

- is continuing the same course at Hartpury College as in the previous academic year or following an authorised break from study of up to two years.
- is transferring course within Hartpury College or transferring in from other HE institutions and not changing their mode of study (e.g from full-time to part-time).
- A student progressing from a Foundation Degree to a top up year to complete an honours degree is not considered a continuing student (see 1.3)

1.5 Full-time and Part-time fees

Undergraduate students can be charged either full-time or part-time fees depending on how many credits they take and which fees system they study under.

The full-time fee will apply to students taking between 90 and 120 credits in one academic year (excluding placement years).

Part-time students cannot register on more than 90 credits each academic year. The tuition fee charged will not exceed 75% of the full-time equivalent fee.

For students that started pre-2012 tuition fee rate the full-time fees will apply to students taking between 90 and 120 credits in one academic year (excluding placement years).

The part-time fee (per module or annual charge, dependent on the course) will apply to students taking less than 90 credits.

1.6 Resit

Students who do not pass a module at the first sit will get an automatic resit in which they will be reassessed in the component(s) they did not pass. There is no charge for a resit taken.

1.7 Retake

A retake is another opportunity to study the whole module and includes a sit and a resit. A retake is charged at full module rate, although students may be eligible for a discount.

1.8 Resubmission (PG Research Students only)

If the outcome following a final assessment viva voce is "resubmission" students will be required to pay a resubmission fee.

1.9 Equivalent or Lower Qualification (ELO) Students

UK and EU undergraduate students who already have a Higher Education qualification (regardless of the awarding institution) and who are now studying for an equivalent or lower qualification are unlikely to be entitled to any funding for fees or living costs. ELO students who started their course before 2012 may be charged a higher fee than those without a qualification. Students starting from 2012 onwards will be charged the same fees as UK/EU students without a qualification.

2 Student Fee Liability

- 2.1 Students become liable to pay fees from enrolment or engagement on the course. Enrolment is considered to be the date a student completes on-line enrolment or if on-line enrolment is not completed, the date the student completes the enrolment process at the College. If the enrolment process is not completed, but a student engages on the course by attending lectures or tutorials, the first date of engagement is the date to be used to confirm liability for fees. As laid out in this policy, for ease of understanding and parity of treatment, this pattern applies to all students.

- 2.2 Standard term dates are available in joining instructions, on the student portal or on the College website.
- 2.3 Students retain ultimate liability for payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 2.4 Students not applying for support from funding bodies such as Student Finance are required to make arrangements for the payment of their fees to complete their registration.
- 2.5 Students that have funding applications rejected by Student Finance after they have started their course will be liable to pay their own tuition fees.
- 2.6 Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their course. In these cases Hartpury College will retain the tuition fee loan for the period up to and including the transfer. The amount to be retained by the College will be as laid out in the table in section 10.10
- 2.7 Similarly, for students with approved tuition fee loans transferring into Hartpury College following registration at a different institution, Hartpury College will expect to receive tuition fee funding from the liability period following the transfer.

3 Setting Tuition fees

- 3.1 Hartpury College reviews its fees and its fees policy annually. Tuition fees are likely to be subject to annual inflationary increases up to the maximum fee permitted and fees levels will be available to prospective, new and continuing students on the College website. Students will be asked to agree to the terms of this policy as part of the registration programme at the start of each year of study.
- 3.2 The maximum amount of tuition fees an institution may charge full and part-time Home and EU undergraduate students is set by government guidelines. All other fees are set by the College. Tuition fees are charged annually.
- 3.3 Tuition fee charges are determined by a student's fee status, the year that they started their programme at Hartpury and whether they already hold a Higher Education Qualification.
- 3.4 Tuition fee levels may differ from programme to programme. Module fees include all compulsory elements needed for students to meet learning outcomes. In some courses additional costs may be incurred (e.g. field trips, materials). Information about these additional costs is available to prospective and existing students on the College website and can be requested before the start of the course.

- 3.5 The standard annual tuition fee for undergraduate students on full time and sandwich awards covers a maximum of 120 credits per year. Undergraduate students taking additional modules above the standard 120 are required to pay an additional module charge. The additional module charge is subject to concessions as described later in this policy (see section 9 and Appendix).
- 3.6 The full programme tuition fees for post graduate students on full time awards covers a standard 180 credits for the full programme. Post graduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge pro rata with the standard fee.
- 3.7 For post graduate diplomas the standard number of credits is 120 and for post graduate certificates the standard number of credits is 60. Additional or retake modules over these figures will incur an additional charge pro rata with the standard fee.
- 3.8 Sometimes it will be necessary for students to change how they study on their awards either by taking fewer modules or by taking more. Depending on the mode of attendance and programme of study this may result in a change in fees:
- Where a change means a student is studying less than the standard credits if the original charge is an award or year, the fee will be reduced if the total number of credits taken drops below the threshold for full time status. If the original charge is by credit, the fee charged will be reduced by the credits not taken.
 - In all cases where students have commenced study on a module and withdrawn from it as part of the change in mode of study a partial charge for the withdrawn module may be levied.

If a change means a student is studying more than the standard credits the additional credits will be charged in accordance with the regulations laid out in this policy (see section 9 and appendix).

4 Fee Payment

- 4.1 UK/EU students on a designated undergraduate programme may be eligible for a tuition fee loan from Student Finance. Students are responsible for entering the correct programme and fee information when applying for support. Applications for support must be made in a timely manner. Applications for support must be made for each year of study. Where appropriate, students should ensure that they submit their Notification of Entitlement letter at registration.
- 4.2 Regardless of College provisions, policy and regulation, all students in receipt of funding from the Student Loans Company are ultimately subject to the provisions of the student support regulations in regards to maximum funding and maximum number of repeat years. The College is ultimately bound to adhere to a final assessment on eligibility and entitlement made by the SLC.

4.3 Full or partial contribution to fees can be paid by one or more of the methods below.

- By instalment by direct debit
- By credit / debit card
- By cheque (make payable to "Hartpury College")
- Sterling Bankers draft
- Cash (if no other payment method is available). Cash must not be sent by post.

4.4 If arrangements to pay tuition fees are not made by the student at the point of registration the College will subsequently make every effort to remind students that fees are due. However these are reminders only and students are contractually responsible for paying fees on time whether reminders are received or not.

4.5 If a student fails to make arrangements to pay the fees during the registration period, they will be withdrawn from their programme of study. Even though they are no longer a student, they will still be liable to pay the fees for that term.

4.6 Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student.

4.7 Recognition of Prior Learning (RPL)

There is no charge for the recognition of credit awarded or learning assessed (Accredited Learning) by another UK higher education institution, nor for the transfer of Hartpury credit between programmes within the College.

4.8 Recognition of Prior Experiential Learning (RPEL)

The assessment of experiential learning against the learning outcomes of specified modules is charged at 50% of the module fee or pro-rata for parts of non-modular programmes. These fees do not cover events such as workshops or portfolio presentations which may be charged additionally.

5 Deposits for International Students

5.1 All new international students are required to pay a deposit of 50% of their tuition fees. A Confirmation of Acceptance of Studies (CAS) statement will be issued on receipt of cleared funds to cover the deposit to enable students to apply for a visa provided all other relevant information requested has been provided. This deposit will be non-refundable except in certain circumstances. These circumstances would

normally be non-attainment of requirements detailed in a conditional offer, ill health (a doctors confirmation may be required) or failure to obtain a visa.

- 5.2 International applicants in the following categories of Student may not be required to pay the 50% deposit (other payments may be required in advance e.g. accommodation)
- Students sponsored by a Government (UK or other)
 - Applicants sponsored for full tuition fees by Hartpury College
 - Applicants sponsored by another (UK or on UK) Educational institution.
 - Students sponsored by an International Scholarship Agency e.g. Chevening Scholarship.
 - Students in receipt of US federal loans or any other Government Financial Aid which is certified by Hartpury College.

In all cases evidence will need to be supplied to Hartpury College International Office prior to the issue of a Confirmation of Acceptance of Studies .

- 5.3 The balance of the fees will become due at registration.
- 5.4 Students studying Pre-sessional English Courses are required to pay their course fees in full in order to be eligible for a CAS for their pre-sessional programme.

6 Payment by Instalment

- 6.1 In order to pay by instalment a student must set up a direct debit with the College. Students must have a UK bank account capable of processing direct debits (usually a current account, not a savings account).
- 6.2 Students liable for tuition fees in excess of £100 may choose to pay their fees in instalments.
- 6.3 If a deposit is required, payment by instalment is available on the remaining balance after the deposit.
- 6.4 The instalment options are:
- Fees in excess of £100 but less than £250.00: four consecutive monthly instalments on the 14th or 28th of the month starting in October
 - For fees in excess of £250.00: eight consecutive monthly instalments on the 14th or 28th of the month starting in October

- 6.5 In the exceptional event that a student is delayed in completing the direct debit mandate, the payment plan will be adjusted to equal consecutive instalments to complete payment by 28th May.
- 6.6 Students waiting for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration. Students in this position will be required to provide evidence that they have applied for funding from Student Finance. Students will also be required to complete a direct debit mandate at registration. This will be used if funding is not in place by 2nd January. This will allow Student Finance time to process applications.
- 6.7 In the event of a failed or cancelled direct debit, the option of payment by instalment will cease and all outstanding fees will be due immediately. If a student knows in advance that a direct debit will fail it is essential that they contact the Finance office immediately in person or telephone 01452 702186.
- 6.8 Students will receive written confirmation from the College of the direct debit instalment dates and amounts at least ten days before the first payment is due. Reminders for individual instalments will not be sent.
- 6.9 On an exceptional basis, where extenuating circumstances have been demonstrated, Finance may approve an individual payment plan with a student.
- 6.10 If the terms of an exceptional payment plan are not met, the payment plan ceases and any outstanding balance of fees will be due for immediate payment. Students experiencing financial difficulties should contact the Finance office as soon as they are aware of the problem.

7 Payment by Debit/Credit Card

Fees can be paid by credit/debit card by going to the College shop on the Hartpury College website

8 Scholarships and Bursaries for New and Continuing Students

- 8.1 Details of eligibility criteria and payment of Hartpury bursaries are available on the Hartpury Website.
- 8.2 Hartpury offers a limited variety of scholarships to its students. For full details of both scholarships and bursaries please contact the admissions team on admissions@hartpury.ac.uk.
- 8.3 Hartpury reviews all scholarships and discounts on an annual basis.

9 Charging for Additional Credits

9.1 The following information relates to module charges for additional and retake modules.

- Additional and retake modules for UK and EU full-time and sandwich students who are paying the full tuition fee on an annual basis will be charged 25% of the standard “home” module fee for all additional and retake modules taken above the standard 120 credits. This concession applies only to modules which are valid for the award for which the student is registered and for a maximum of 30 credits (modules cannot be subdivided for this purpose, see examples below) for the academic session, for modules taken above the standard 120 credits.
- International and offshore full-time and sandwich students who are liable for the full tuition fee will be charged 25% of the standard “home” module fee, for a maximum of 30 credits (modules cannot be subdivided for this purpose, see examples below) per academic session, for additional modules taken above the standard 120 credits.

9.2 The discount applies to a maximum of 30 credits in the academic year, credits are not subdivided for the purpose of applying the discount.

Example A: a student takes 2 x 15 credit modules for which an additional charge is due; the 75% discount is applied to both modules as the total number of credits is 30.

Example B: a student takes a 15 credit and a 20 credit module for which an additional charge is due, the 75% discount can only apply to one of the modules as the total number of credits is 35 and neither module can be subdivided to make 30 credits.

Example C: a student takes a 40 credit module for which an additional charge is due. The discount does not apply as the module is in excess of 30 credits and credits may not be split for the purpose of applying the discount.

See Appendix for detailed information additional credits.

10 Withdrawals and refunds

10.1 Students wishing to temporarily suspend or withdraw from their studies before completion must inform the College in writing (unless they have been withdrawn by an Award Board for reasons of academic failure). Only when this official notification has been received will the withdrawal be processed and the College records amended. The official withdrawal date will be recorded as the date the College receives the notification of withdrawal (or the date on which the Award Board reached its decision or the date on which the withdrawal is sanctioned by a programme leader provided that this date is clearly communicated).

10.2 To avoid disputes on withdrawal dates, it is recommended that a student submits written notification of withdrawal in person following a discussion with their tutor. It is essential that students obtain written confirmation of their date of withdrawal when submitting this notification. If the notification is being sent by post it is essential that the student keeps proof of postage and a copy of the letter sent.

- 10.3 The College is required to inform the UK Visa and Immigration Agency of the withdrawal of Hartpury College students in the UK under a Tier 4 visa. A decision to withdraw will have an impact on Hartpury College's sponsorship of a student and students are therefore recommended to seek advice from a Finance and Immigration advisor in these circumstances.
- 10.4 All written notifications of withdrawal sent to the College should be addressed to Academic Services.
- 10.5 For students who fully withdraw during a period of temporary suspension, their withdrawal date will be the date at which the temporary suspension began.
- 10.6 Separate arrangements are in place for calculating fee liability for students needing to temporarily suspend their studies as maternity leave or due to disability.
- 10.7 Cancellation by the College of an award or module generates an automatic full reduction of any associated tuition fees.
- 10.8 Where a student wishes to withdraw from their programme part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, the College will adjust the liability for tuition fees, or refund tuition fees already paid in accordance with the table below.
- 10.9 Any request for a refund or reduced liability of tuition fees will be calculated from the official withdrawal date.
- 10.10 The following fee liability applies to all students undertaking study that is:
- Full-time or part-time lasting for one or more academic years where fees are charged by academic year
 - Part-time where the fees are charged per module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more).

Students withdrawing during	Fee Liability
Term 1 (from the first day of term 1 but before the start of term 2 See section below regarding "cooling off period"	25% of full fees
Term 2 (from the first day of term 2 but before the start of term 3)	50% of full fees
Term 3 (from the first day of term 3)	Full Fees

Students have a statutory right to a cooling off period to cancel their application within 14 calendar days of an offer becoming firm. Any such cancellation should be in writing to the College Admissions department.

- 10.11 Where students have paid a deposit, for example for certain programmes or as a new international student, once the student has completed enrolment or engaged on the course the fee liability following withdrawal from the course will be as set out in sections 10.10. The calculation of fee liability in the case of a withdrawal is based on the full tuition fee, including any deposit.
- 10.12 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start of the module.
- 10.13 There is no reduction in fees in respect of module(s) which originally attracted the "additional module initiative" fee (i.e. 25% of the full fee).
- 10.14 A refund in excess of the prescribed levels will be considered only if a withdrawal is due to serious and unforeseen exceptional circumstances. Students in such circumstances should seek advice from the Finance office.
- 10.15 Where a student who has withdrawn in the first term only, and paid a percentage of their tuition fees as outlined in the table above, wishes to return to Hartpury College within a two year period, the fees already paid may be used towards the fees for the new period of study provided that this is at an equivalent level and duration.

11 Non-Payment of Fees and other Monies

- 11.1 As set out in Section 2 students retain ultimate responsibility for the payment of their fees and all other monies owing to the College regardless of sponsorship agreements.
- 11.2 The College will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees or any other monies owing, it is essential that the student contacts the Finance office as soon as possible to discuss any alternatives.
- 11.3 Should a student default on, or miss a payment the College will view this seriously. If payment remains outstanding despite reminders the terms below will apply.
- 11.4 Any student who fails to pay the College fees within 28 days following the date on which they became due may be suspended by the College until payment is made in full. If the monies due to the College are not paid within 28 days following the commencement of suspension the College will be entitled to terminate the student's course of study. Students will be required to attend an interview with

the Vice-Principal Business and Finance (or a nominated representative). Any decision about suspension or termination will be made by the Vice-Principal (or nominated representative) after the interview. If a student fails to attend any interview a decision may be made in the students' absence.

11.5 Please note even if a student is withdrawn from their programme due to non-payment and is no longer a student, the student will still need to pay the outstanding fee liability.

11.6 Students with outstanding academic fee debt will:

- Not be permitted to re-register
- Not be issued with a final awards certificate
- Not be permitted to attend the Awards Ceremony
- Not be issued with any academic references

until all outstanding monies have been paid.

11.7 Should payment of any outstanding debt be received within a reasonable timescale, and providing that the student has not missed any substantial or critical element of the programme they may be permitted to resume studies.

11.8 The College will refer unpaid accounts to an external agency to pursue payment. Any additional costs incurred by the College in the collection of the debt will be the liability of the student and will be added to the debt.

12 Fee Appeals

12.1 Individual officers of the College are not permitted to vary or waive fees. Students who contest their fee liability should contact the Finance office.

12.2 Existing or prospective students that wish to make a complaint about the way the policy has been followed should follow the College Complaints procedure which can be found on the College website.

12.3 Fee remission, waiver and debt write-off are at the discretion of the College and may occur only in very exceptional circumstances. Students seeking fee remission, waiver or write-off should contact the Finance office with full details of the exceptional circumstances for consideration.

APPENDIX

Examples of charging for Additional Modules

Undergraduate Students

- 1.1 The below information relates to the module level only within the academic session.
- 1.2 'Retake' refers to a second attempt, or more, of a module in its entirety.
- 1.3 'Additional Module' refers to a module that has not previously been attempted, which is taken in excess of 120 credits in a standard academic year.
- 1.4 Part-time regulations continue to apply. Part-time fees for new regime fee students are capped at a maximum of 75% of the full time award equivalent fee cap in effect during the given academic year. The College does not permit students to exceed 75% of a full time equivalent programme.

In the following circumstances	The outcome will be
Student retakes a module as a second attempt or more (in addition to their 120 credits for the academic year).	Student will pay for the module.
Student retakes a module as a second attempt or more (the retake module is included in their 120 credits for the academic year)	Student does not pay any additional costs.
Student retakes a module, originally classified as an 'Additional Module' but is not approved in their programme of study.	Student will pay for the module.
Student takes an additional module, which is approved in their programme of study. Included in 120 credits	Student will not pay for the module.
Student takes an additional module, which is not approved in their programme of study.	Student will pay for the module.
Student has taken an additional module, but has failed it. This is now classed as a retake module and is part of their 120 credits for the academic year.	Student will not pay for the module.
Student has taken an additional module, but has failed it, the retake is in addition to their 120 credits for the academic year.	Student will pay for the module.

<p>Student transfers pathways on the same Primary Award and is permitted to take some or all of the credits across.</p> <p>1 Student takes across 120 credits and requires 0 additional credits.</p> <p>2 Student takes across 90 credits and is required to take an additional 30 credits from the new pathway.</p> <p>3 Student takes across 75 credits and is required to repeat the academic level on the new pathway.</p>	<p>1 Progress as normal.</p> <p>2 Student does not pay for the module.</p> <p>3 Student to pay for the retake year.</p>
<p>Student transfers on to a new Primary Award and is permitted to take some or all of the credits across.</p> <p>1 Student takes across 120 credits and requires 0 additional credits.</p> <p>2 Student takes across 105 credits and is required to take an additional 20 credits from the new primary award.</p> <p>3 Student takes across 75 credits and is required to repeat the academic level on the new primary award.</p>	<p>1 Progress as normal.</p> <p>2 Student will not pay for the module.</p> <p>3 Student to pay for the retake year.</p>
<p>Student is in Yr. 1 and fails a Yr. 1 module, however continues to progress onto the placement year. The agreement will be that the student retakes the Yr. 1 module in Yr. 2 once they have returned from placement.</p>	<p>Student will pay for retake of Yr. 1 module in Yr. 2.</p>
<p>Student is in Yr. 1 and fails a Yr. 1 module, continues to progress onto placement year and retake the Yr. 1 module.</p>	<p>Student to pay for the retake module.</p>
<p>Student wishes to take an additional module whilst on placement, which is part of their programme of study.</p>	<p>Student will not pay for the module.</p>
<p>Student wishes to taken an additional module whilst on placement, which is not part of their programme of study.</p>	<p>Student will pay for the module.</p>

Postgraduate Students

- 1.5 Postgraduate students retaking as a second attempt, or more, a module in its entirety will be charged the full applicable fee for that module.