



# **HARTPURY**

UNIVERSITY CENTRE

## **Summary of information**

As part of the admissions process we will provide you with access to a number of documents which we advise you to read in association with all other course information. All of this information is available on our website in the courses or policies and procedures sections. The purpose of these documents is to help you to make an informed decision about your choice of higher education provider and course. If any of these details change you will be informed prior to enrolling on your course. We would draw your attention to the following documents and policies:

### **Course Information Sheet**

These provide the detail of the course you have applied for. This includes entry criteria, modules (both core and optional) the composition of the programme and the assessment method. Also included is a guide to the costs associated with the programme.

The most up to date course information sheet for your programme is available as a download on your course page at [www.hartpury.ac.uk](http://www.hartpury.ac.uk) and will be correct as per the date marked on it. It supersedes information produced in the prospectus and other printed material.

**The policies below are all available at [www.hartpury.ac.uk/policies](http://www.hartpury.ac.uk/policies)**

### **Admissions Policy**

This provides details about our approach admissions and how we will for manage your application.

### **UWE's Academic Regulations and Procedures**

All of the degrees at Hartpury are awarded by University of the West of England (UWE) and as such they adhere to their academic regulations and procedures, except in specific approved circumstances (see below). These regulations set out how UWE degrees are delivered and what you can expect as a student. You will be asked to indicate that you are happy with the content of UWE's regulations and procedures before you enrol on your course.

### **Hartpury Variant Regulations**

These should be read in conjunction with UWE's Academic Regulations and Procedures. They outline any differences from UWE's regulations and procedures that you should be aware of as a Hartpury student. These variants have been approved by UWE to ensure that each degree at Hartpury operates to the needs of Hartpury based students.

## **Complaints procedure**

Hartpury has two complaints procedures, one for academic complaints and one for non-academic complaints. These detail the way that any complaint is managed (including timescales) who any complaint should be addressed to, the types of outcome and the appeals process.

## **Fees policy**

The fees policy applies to all students studying undergraduate and postgraduate courses at Hartpury. It sets out how the fees are calculated, any future increases you may be subject to and any additional course specific charges. These should be read in conjunction with the specific course cost details outlined in the course information sheet.

## **Cancellation**

You have the right to cancel your acceptance of our offer within 14 days of the date on the offer. You can notify us of your cancellation by using the electronic form on our website, by email or in writing. This right of cancellation can be used in conjunction with the UCAS process; it does not replace it. Students can withdraw their application on the UCAS Track service.

## **Hartpury College Fees and Regulations Higher Education Students**

This document sets out the terms and conditions that you will be asked to sign when you enrol at Hartpury. Your signature on them when you enrol is the formal way in which you will enter into a contract with Hartpury. As a result of you signing these, Hartpury will undertake to provide educational services for you, and you agree to abide unconditionally by all of the relevant College policies.

If you have any questions about any of the information we have sent you or on the website, please email [admissions@hartpury.ac.uk](mailto:admissions@hartpury.ac.uk) and we will be happy to help.