



# **Hartpury University**

## **Tuition Fee Policy**

### **2019 Entry**

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## Introduction

For the purposes of this document Hartpury is referring to Hartpury University, Hartpury House, Hartpury, Gloucestershire, GL19 3BE (previously known as Hartpury College up until the 13<sup>th</sup> September 2018).

This policy applies to all students studying undergraduate or postgraduate courses at Hartpury and should be read in conjunction with the Terms and Conditions and Academic Regulations.

The Tuition fee policy forms part of a contract between you and Hartpury governed by English Law (see the Terms and Conditions for more information). Whilst Hartpury will always try and minimise making changes to this Tuition Fee Policy there may be times where changes are needed. For example

- changes that are required by law and/or as a result of a regulatory requirement that Hartpury, as a provider of educational services, is required to comply with;
- changes that are required by a professional, statutory, and/or regulatory body and/or other regulator.

Hartpury is committed to a fair and transparent policy in respect of charges made to students. Changes will be communicated as described in the Terms and Conditions.

## 1 Definitions

A student's fee status is based on nationality and residency qualifications and will vary whether a student is classified as a Home, European Union (EU), Offshore or International student (see Appendix).

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:

### New Student

A new student is one who fulfils one or more of the following:

- Enrols on their first Higher Education course of study at Hartpury.
- Is continuing the same course of study at Hartpury following an authorised suspension of studies of two years or more.
- Is changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to part-time attendance for a single year while still registered on a full-time course.

- Is progressing from a higher education qualification to another higher education qualification at a higher level (e.g. from Foundation degree to an Honours degree).

### Continuing student

A continuing student is one who fulfils one or more of the following:

- Is continuing the same course at Hartpury as in the previous academic year or following an authorised suspension of studies for a period of no more than 24 months.
- Is transferring course within Hartpury or transferring in from other HE institutions and not changing their mode of study (e.g. from full-time to part-time).

#### 1.1 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 undergraduate fee will apply to students enrolled on a full-time basis in one academic year (excluding placement years). The full-time fee entitles students to enrol on between 90 and 120 credits in an academic year.

Part-time undergraduate students can enrol on up to 90 credits in each academic year. The tuition fee charged will not exceed 75% of the full-time equivalent fee and will depend on the number of credits enrolled upon in each academic year.

#### 1.2 Resit

If a student is permitted a resit following consideration by the Programme Examination Board there will be no charge for the resit opportunity.

#### 1.3 Retake

A student may be eligible to enrol on a retake (a further attempt) at a module if permitted to do so by a Programme Examination Board. A retake is charged at full module rate, although students may be eligible for a discount (see section 8)

#### 1.4 Additional Modules

Additional Module refers to modules taken in excess of the maximum credits allowed by a course tuition fee for enrolment within an academic year.

#### 1.5 Resubmission (PG Research Students only)

If the outcome following a final assessment viva voce requires additional supervision then students may be required to pay an additional fee.

#### 1.6 Equivalent or Lower Qualification (ELQ) Students

UK and EU undergraduate students who already have a Higher Education qualification (regardless of the awarding institution) and who are now starting an equivalent or

lower qualification are unlikely to be entitled to any funding for fees or living costs. Students starting an ELQ will be liable for the fees set in the year they start the course.

## **2 Setting Tuition fees**

2.1 Tuition fees are determined by a student's fee status, the year that they started their course at Hartpury and the course/ module being studied.

2.2 Tuition fees may differ from course to course.

2.3 Tuition fees are charged annually.

2.4 The standard annual tuition fee for full time undergraduate students enables students to enrol on modules equivalent to a maximum of 120 credits per year. Undergraduate students taking additional modules above the standard 120 credits are required to pay an additional module charge. The additional charge is subject to concessions as described later in this policy (see section 8).

2.5 The course tuition fees for postgraduate Masters students enables students to enrol on modules equivalent to 180 credits. Unless stated, fees for each academic year will be calculated pro rata dependent on the intended duration of study. Specific courses may vary from this in which case information will be provided to applicants. Postgraduate Masters students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional charge pro rata with the standard fee.

2.6 The course tuition fees for Postgraduate Diploma students enables students to enrol on modules equivalent to 120 credits. The course tuition fees for Postgraduate Certificate students enables students to enrol on modules equivalent to 60 credits. Fees for each academic year will be calculated pro rata dependent on the intended duration of study. Postgraduate students taking additional modules above the standard course credits or retaking modules will be required to pay an additional charge pro rata with the standard fee.

2.7 Sometimes students may wish to change how they study either by taking fewer modules or by taking more. Please note that this is contingent on the student satisfying the requirements of the Academic Regulations (see Part B for further information) and receiving written permission to proceed. Depending on the mode of attendance and course of study changing how a student studies towards their course may result in a change in fees:

- Where a change means a student is enrolled upon modules accounting for less than the original number of credits enrolled on, the fee will be reduced if the total number of credits enrolled upon drops below the threshold for full time status. If the original charge is by credit (part-time), the fee charged will be reduced pro rata.
- In all cases where students have commenced study on a module and withdrawn from it as part of the change in mode of study fees for the withdrawn module may be levied, in accordance with the time periods described in the Academic Regulations section B3.

If a change means an undergraduate student is studying modules accounting for more than 120 credits the additional credits will be charged in accordance with section 8 in this policy.

2.8 Hartpury reviews its fees and its fees policy annually. Tuition fees for Home and EU students may rise each year up to a maximum of Consumer Prices Index (CPI) +1%. Tuition fees for Home and EU students may be subject to a maximum set by the UK Government. Fee levels will be available to applicants, new and continuing students on the Hartpury website.

2.9 Recognition of Prior Learning (RPL). There is no charge for the recognition of prior certified learning (credits awarded or learning assessed) by another UK higher education institution. The assessment of experiential learning against the learning outcomes of a specified module is charged at 25% of the full module rate.

2.10 Off-campus Assessments. There will be a charge of £250 per assessment taken off-campus, where approved.

### **3 Student Fee Liability**

3.1 All students become liable to pay fees from the date that they enter into a contract with Hartpury. No payment will become due until satisfactory enrolment on the course is completed or the date the student signs the enrolment form, whichever is earlier.

3.2 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.

3.3 Students are required to make arrangements for the payment of their Tuition fees each academic year to complete their enrolment. Acceptable proof of an arrangement will be any of the below:

- Proof of the award of a tuition fee loan from Student Finance, Student Loans Company or SAAS.
  - Written confirmation from a sponsor that the fees will be paid
  - Written confirmation of a scholarship
  - A completed and signed direct debit mandate on a UK bank account
- 3.4 Failure to make arrangements for payment will result in the student being prevented from enrolling and/or being required to withdraw from their course.
- 3.5 Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their studies. In these cases Hartpury will retain the tuition fee loan for the period up to and including the transfer. The amount to be retained by Hartpury will be as laid out in the table in section 9.7.
- 3.6 Similarly, for students with approved tuition fee loans transferring into Hartpury following registration at a different institution, Hartpury will expect to receive tuition fee funding from the liability period following the transfer.

## **4 Fee Payment**

- 4.1 Home/EU students on a designated undergraduate course may be eligible for a tuition fee loan from Student Finance. Students are responsible for entering the correct course 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 enrolment.
- 4.2 Regardless of Hartpury provisions, policy and regulation, all students in receipt of funding from the Student Loans Company (SLC) are ultimately subject to the provisions of the student support regulations in regards to maximum funding and maximum number of repeat years. Hartpury is ultimately bound to adhere to a final assessment on eligibility and entitlement made by the SLC.
- 4.3 Tuition Fees are due for payment in full at or before enrolment. Instalment payments will only be permitted by direct debit (see section 6.3).
- 4.4 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.
- 4.5 If a student fails to make arrangements to pay the fees during the designated enrolment period, they will be either not be enrolled for their course of study or withdrawn from their course of study. Even though they are no longer a student, they will still be liable to pay any fees incurred.
- 4.6 Defaults on payment are treated seriously and may lead to sanctions being taken against the student as detailed in section 10.3.
- 4.7 If a deposit is required, payment by instalment is available on the remaining balance after the deposit.

## **5 Deposits and Payments for Students Paying International Fees**

5.1 All new students paying international fees are required to pay a deposit of 50% of their first year tuition fees (except as detailed in section 5.2). 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 refundable except that administration charges will be deducted.

5.2 Applicants liable to international fees 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 receiving a scholarship for full tuition fees from Hartpur.
- 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 Hartpur.

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

5.3 The balance of the fees will become due at the time of enrolment. Failure to pay the balance will result in the student not being enrolled and the contract terminated.

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 course.

5.5 Payment by instalment is not normally available to international students. In exceptional circumstances instalments may be agreed by the Chief Operating Officer or a nominated representative. Requests for instalment payments must be made in writing to the Student Finance office. If agreement is given the terms in section 6 will apply.

5.6 Returning students liable for international fees are required to pay their tuition fees in full before they may be enrolled for study in that academic year. This must be completed during the designated enrolment period.

## **6 Payment by Instalment**

6.1 In order to pay by instalment a Home, Offshore or EU student not in receipt of a tuition fee loan must set up a direct debit with Hartpury. Students must have a UK bank account capable of processing direct debits (usually a current account, not a savings account).

6.2 Home or EU students liable for tuition fees in excess of £100 may choose to pay their fees in instalments.

6.3 The instalment options are:

- Fees in excess of £100 but less than £250.00: four consecutive monthly instalments on the 14<sup>th</sup> or 28<sup>th</sup> of the first month following enrolment
- For fees in excess of £250.00: eight consecutive monthly instalments on the 14<sup>th</sup> or 28<sup>th</sup> of the first month following enrolment
- For Home and EU postgraduate students in receipt of a Postgraduate loan from Student Finance England, Student Finance Wales or Scottish Awards Agency for Students payment will be taken in 3 instalments, one each term on the first available direct debit run after payment of the loan by the awarding body.

6.4 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 within eight months of starting the course.

6.5 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 when

enrolling. This will be used if funding is not in place within 100 days of enrolment. This will allow Student Finance time to process applications.

- 6.6 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 either in person or telephone 01452 702186.
- 6.7 Students will receive written confirmation from Hartpury 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. On an exceptional case by case basis, where extenuating circumstances have been demonstrated, Finance may approve an individual payment plan with a student. Students should contact the Finance office either in person or telephone 01452 702186 to discuss their circumstances. In some cases, written evidence may be required.
- 6.8 If the terms of an individual 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 Scholarships and Bursaries for New and Continuing Students**

- 7.1 Details of eligibility criteria and payment of Hartpury Bursaries and Scholarships are available on the Hartpury Website.
- 7.2 Hartpury reviews all bursaries, scholarships and discounts on an annual basis.

## **8 Charging for Additional Credits for Undergraduate Students**

- 8.1 The following information relates to module charges for additional modules.
- Additional modules for UK and EU fee paying full-time students who are paying the full tuition fee on an annual basis will be charged 25% of the standard "home" part time fee for additional modules taken above the standard 120 credits in an academic year.
  - Full-time students who pay International or Offshore fees will be charged 25% of the standard "home" part time fee for additional modules taken above the standard 120 credits.

## 9 Withdrawals and refunds

- 9.1 Students wishing to temporarily suspend or withdraw from their course of studies may do so as described within the Academic Regulations in Part B. Only when written notification has been received will the withdrawal be processed and the student's records amended. The official withdrawal date will be recorded as the date of receipt of the notification of withdrawal or the requested date of withdrawal, whichever is the later. For students who fully withdraw during a period of authorised temporary suspension, their withdrawal date will be the date at which the temporary suspension began.
- 9.2 To avoid disputes on withdrawal dates, it is recommended that a student submits written notification of withdrawal in person to a Student Advisor following a discussion with their tutor. 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. The Student should address postal submissions to Academic Services. It is essential that a student retains written confirmation of their date of withdrawal following the submission of this notification.
- 9.3 Hartpury is required to inform the UK Visa and Immigration Agency of the withdrawal of students in the UK under a Tier 4 visa. A decision to withdraw will have an impact on the Hartpury's sponsorship of a student and students are therefore recommended to seek advice from an independent Finance and Immigration advisor in these circumstances.
- 9.4 Students may be required to withdraw from a module, a course and/or their studies at Hartpury as described in the Academic Regulations. In this case the date of the withdrawal will be the date formally agreed by the relevant decision making body.
- 9.5 Cancellation of a course or module that affects continuation of study by Hartpury will trigger the Student Protection Plan.
- 9.6 Where a student withdraws or is required to withdraw from their course part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, Hartpury will adjust the liability for tuition fees, or refund tuition fees already paid in accordance with the table below. Any reduction in tuition fees will be calculated from the official withdrawal date.
- 9.7 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).

| <b>Students withdrawing or suspending studies during</b>                           | <b>Fee Liability</b> |
|--|----------------------|
| First term (from the first day of first term but before the start of second term)  | 25% of full fees     |
| Second term (from the first day of second term but before the start of third term) | 50% of full fees     |
| Third term (from the first day of third term)                                      | Full Fees            |

Students have a statutory right to a cooling off period to cancel their application within 14 calendar days from the formation of the contract.

- 9.8 Where students have paid a deposit, for example for certain courses or as a new international student, once the student has satisfactorily completed enrolment the fee liability following withdrawal from the course will be as set out in sections 9.7. The calculation of fee liability in the case of a withdrawal is based on the full tuition fee, including any deposit.
- 9.9 A refund in excess of the levels set out in section 9.7 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.
- 9.10 Where a student who has withdrawn in their first term only, and has paid a percentage of their tuition fees as outlined in the table above, wishes to return to Hartpury within two academic years (e.g. if a student withdraws in November 2019 they may return up to registration for the 2021/2022 academic year). The fees already paid may be used towards the fees for the new period of study provided that this is at an equivalent educational level and duration.

## **10 Non-Payment of Fees and other Monies**

- 10.1 As set out in Section 2 students retain ultimate responsibility for the payment of their fees and all other monies owing to Hartpury.

Any student who fails to pay Hartpury Tuition fees within 28 days following the date on which they became due may be temporarily suspended from their course until payment is made in full. If the monies due are not paid within 28 days following the commencement of suspension Hartpury will be entitled to require a student to withdraw from their course. Students will be required to attend an interview with the Chief Operating Officer (or a nominated member of the Senior Management Team). Any decision about suspension or withdrawal will be made by the Chief Operating

Officer after the interview. Consideration will be given to any amounts already paid, the student's circumstances and any offer from the student to pay the outstanding tuition fees. If a student fails to attend any interview a decision may be made in the student's absence.

10.4 Please note even if a student is withdrawn from their course due to non-payment and is no longer a student, the student will still need to pay the outstanding fee liability based on the date of withdrawal, as in section 9.7.

10.5 Students with outstanding tuition fee debt may:

- Not be permitted to enrol for a further academic year
- Not be issued with final Certificates of Award and Credit
- Not be permitted to attend the Awards Ceremony
- Not be issued with any academic references

Until all outstanding monies have been paid.

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

## **11 Fee Appeals**

11.1 Individual officers of Hartpury are not permitted to vary or waive fees.

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

11.3 Fee remission, waiver and debt write-off are at the discretion of Hartpury and may occur only in very exceptional circumstances, usually following activation of the Student Protection Plan.

# Appendix. Nationality and Residency Qualifications

## Home Student

- You are a UK national or have 'settled status' (no restrictions on how long you can stay)
- You have been living in the UK for 3 years before the first day of the first year starting your course. Students that have been resident in the UK solely for education purposes are not classified as Home students.

Non-UK nationals must have settled status on the first day of the first academic year of the course - which could be 1 September, 1 January, 1 April, 1 July or the first day of their studies.

## European Union (EU) Student

- You are an EU national or have 'settled status' (no restrictions on how long you can stay)
- You have been living in the EU for 3 years before the first day of the first year starting your course. Students that have been resident in the EU solely for education purposes are not classified as EU students.

The EU countries are:

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

## Offshore Students

Residents of the Channel Islands or the Isle of Man

## International Student

Has not been resident in the UK or EU for three years prior to the first day of the first year of the course.

## Document Control

|                            |                                |
|----------------------------|--------------------------------|
| <b>Date last approved</b>  | <b>July 2018</b>               |
| <b>Policy Owner</b>        | <b>Student Finance Manager</b> |
| <b>Version</b>             | <b>2019 Entry v1</b>           |
| <b>Approving Committee</b> | <b>Academic Board</b>          |
| <b>Status</b>              | <b>Approved</b>                |