



HARTPURY

2021-22

**GLOBAL STUDENT
INFORMATION
GUIDE**

Our International, EU and Off-shore students help make Hartpury what it is and we are looking forward to welcoming you to Hartpury's diverse global community!

This document will give you guidance meeting requirements to attend Hartpury, living in the UK, and provide you with important information. Please read the guide carefully and keep it safe for further reference.

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Meeting academic conditions

When you received your Conditional Offer of place, it was on the condition that you met certain criteria in order to access your course – i.e. you needed to meet our 'academic conditions'. You will need to provide us with evidence (for example, transcripts or certificates) that you have met these academic conditions in order to obtain an 'Unconditional Offer' to study at Hartpury. Until you have met your academic conditions, you will be unable to enrol and study with us. Please ensure that you have provided us with your evidence that you have completed your qualifications before making travel arrangements to attend enrolment.

What you need to do: Email evidence of your completed qualifications to admissions@hartpury.ac.uk

English language requirements (IELTS)

Hartpury requires all students to demonstrate that they have certain level of English language before they can study with us. This for two reasons: Firstly, it will enable you to successful access your chosen course (and it may form part of your academic conditions in your offer). Secondly, if you require a visa to study in the UK, it will form part of your visa application process.

Our minimum overall IELTS scores are listed below, and are in line with UKVI standard. The Common European Framework for languages (CEFR) level is shown in brackets:

- BTEC/A-Level/Access: = 5.5 (B2)
- University Undergraduates: = 6.0 (B2)
- Undergraduate Veterinary Nursing: = 7.0 (C1)
- University Postgraduate (most courses): = 6.5 (C1)

We're also happy to accept the new [IELTS indicator](#) test which offers you the chance to take an IELTS based exam from home. In addition to IELTS, we will accept a number of different English language tests, including Cambridge and [TOEFL iBT Special Home Edition](#) which can also be taken online in your own home in many countries around the world.

Those students with a UK passport or a passport from a country that the UKVI recognises as 'majority English speaking', are considered as having a sufficient evidence of English language for immigration purposes. You can check the list of these countries at the link: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>.

If you are a passport holder from a country that is not listed at this link, then you will need to complete an IELTS examination.

IMPORTANT INFORMATION: If you will need to apply for a Student Visa in order to study at Hartpury, your IELTS certificate will also form part of your visa application. If you already have an IELTS test certificate, it must have been taken within the past two years, still be valid and it must have been taken at a UKVI approved test centre. You can find a list of approved IELTS test centres at <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>. If your certificate is due to expire during the visa application process, you will need to retake your IELTS exam prior to submitting your visa application.

If you are at all unsure about whether you are required to undertake an IELTS exam, please contact the International team at international@hartpury.ac.uk and we will happy to advise you.

Tuition Fees (Diploma, A-Level, Access and Undergraduate programmes)

As part of the UK's exit from the European Union, EU students (except EIRE passport holders) who start programmes on or after the 1 August 2021 will no longer be eligible for home fee status.

From our 2021 intake, International fees will apply to all EU students. This change is applicable for all College, Undergraduate and Postgraduate study.

Hartpury College: (Diploma courses/ A-levels/ Access to Higher Education diplomas) - international tuition fees for 2021-22 are £10,000 per annum

- o Please note that students from the Channel Islands and the Isle of Man are classed as full international fee payers.
- o Some students may be eligible to claim back some or all of the cost from their own independent governments. It is the responsibility of the student and their family to pursue this directly.

Hartpury University (Foundation and Honours degrees) – international tuition fees for 2021-22 are £13,000 per annum

- o Students from Eire, Channel Islands and the Isle of Man remain entitled to Home fee status
- o However, island students are not eligible for student funding from the UK government, but could be eligible for funding from your island's education office.

In addition to tuition, please note that students must also budget for accommodation, meals and a host of other 'extras'.

From September 2021, Hartpury is once again pleased to announce a series of all-inclusive fee packages for our International College and first year University students, to enable you to pay the bulk of the 'extras' in advance. Details of the packages available are as follows:

Hartpury College (Diplomas/A-levels/Access)*:	International & EU Students <i>(includes Channel Islands & Isle of Man)</i>
This package includes any applicable tuition fees, accommodation deposit, accommodation, 3 meals a day/ seven days a week, all bed linen (including pillows and duvet), a crockery and cutlery pack, gym membership and transfers between the airport to Hartpury at the start of year and at holidays	£19,500
Hartpury University:	International & EU Students
This package includes any applicable tuition fees, accommodation deposit, accommodation, all meals, all bed linen (including pillows and duvet), a crockery and cutlery pack, gym membership and transfers between the airport to Hartpury at the start of year and at holidays	£25,000

What you need to do:

- Upon acceptance of your place, you will need to submit a payment of 50% of the fees.
 - o Should you require an invoice for this, please do let the International team know and they will be pleased to request this from the Finance team on your behalf.
 - o If you should require a Student Visa in order to join us, please be aware that Hartpury will only issue the CAS needed for the application once the 50% payment has been received.
- The remaining 50% MUST be received prior to your enrolment in September. You will not be able to enrol until all the fees have been paid.

Tuition Fees (Postgraduate programmes)

For those of you who are joining us for Postgraduate studies, your fees include tuition only and are detailed as follows:

	International & EU students
PG Certificate	n/a*
PG Diploma	n/a*
MSc	£13,000
MRes	£12,250
MSc Veterinary Physiotherapy	£13,000
Are you a member of the Hartpury Alumni? You are entitled to a 20% discount on full time fees. MRes students are also eligible to put in an application for funding to the Hartpury Scholarship committee up to a maximum of £1000 to cover research projects.	

** In line with the guidance from the UKVI, our Postgraduate Certificate and Postgraduate Diploma programmes are not available to our International students, as Student Visas will not be granted for these part time courses of study.*

What you need to do:

- Upon acceptance of your place, you will need to submit a payment of 50% of the fees.
 - Should you require an invoice for this, please do let the International team know and they will be pleased to request this from the Finance team on your behalf.
 - If you should require a Student Visa in order to join us, please be aware that Hartpury will only issue the CAS needed for the application once the 50% payment has been received.
- The remaining 50% MUST be received prior to your enrolment in September. You will not be able to enrol until all the fees have been paid in full.

Accommodation

The International Department reserves a number of rooms to try to ensure that as many of your accommodation requests can be met as possible. Accommodation applications will only be processed after an applicant has accepted their offer and after applications open in Spring 2021

What you need to do:

Once the application process is open, you will need to download, complete and email your accommodation application and medical forms to accommodation@hartpury.ac.uk

You must also pay the accommodation deposit at that time. Upon receiving your allocation, you should then pay the minimum of your first instalment of accommodation fees before arrival in September. (Keys are only issued to students who have paid.)

Further information: Accommodation prices are listed on the application form. Hartpury will do its best to meet your request but accommodation is allocated on a 'first come, first served' basis therefore you may not receive your first choice.

We will advise you, nearer the time, when you can move into your accommodation. Please note that it may not be possible for you to arrive early and you will need to check with us prior to booking any travel arrangements. Both College and University students have specific Welcome Days and we will advise you to arrive on this day wherever possible. For Postgraduate students, we advise you attend only on your published enrolment day.

Hartpury has separate accommodation for students under 18 to students over 18. For safeguarding reasons under-18 accommodation is split by gender, has curfew checks and operates a guardian/carer sign-in and sign-out policy if the student will be leaving campus for a period of time. Over 18 student blocks are gender mixed and students are free to come and go as they please.

Hartpury follows a 'no tolerance' policy for breaking of UK regulations and laws regarding substance use; including underage drinking and controlled substances. Failure to follow UK laws may result in expulsion or suspension and loss of Hartpury sponsorship for study. More details can be found in the Residential Handbook which is found at: <https://www.hartpury.ac.uk/college/facilities/life-at-hartpury/accommodation/documents-and-forms/>

Meals, Grocery Shopping & Eating out

Hartpury offers two main locations for students to take meals; 'Graze' which is the campus refectory and the Equine Arena restaurant. These are supplemented by 'Red & Black', our onsite café serving Costa Coffee, 'Legends' Bar (for over 18 students only) and 'Heroes', which is based in the under-18 common room.

'Graze' provides a variety of meals for breakfast, lunch and dinner as well as a small shop serving sandwiches, snacks and everyday essentials. The Equine Arena is open for breakfast and lunch during teaching weeks only. 'Red & Black' offers teas and coffees as well as light snacks/lunch food. 'Legends' is the student bar open only to over 18 students, offering alcoholic drinks and a selection of bar food. 'Heroes' offers tea, coffee and soft drinks alongside a variety of snacks.

Eating out is a cultural norm in the UK and the local towns of Gloucester and Cheltenham offer a wide range of pubs, restaurants, cafés and delicatessens. Etiquette differs between places; be advised that at most pubs you seat yourself (there may be a sign to indicate if that is not the case) and you will likely need to request a menu, order and pay at the bar. At restaurants, you are more likely to have a waiter who takes your order but you will need to request your bill when you are ready to leave. To indicate you are finished eating it is customary to put your knife and fork parallel on the plate.

For those cooking their own meals Gloucester has several supermarkets including some within access of the local bus route. UK food store chains include Tesco, Sainsbury, ASDA, Morrison's, Waitrose, M&S.

Transport on arrival into the UK

For students paying the all-inclusive fee package, Hartpury offers an airport collection service upon arrival for the first semester. Dates for this special service, collecting from London Heathrow, London Gatwick or Birmingham airports, will be released at the end of this current academic year.

We usually collect students from the airport at one specific morning or afternoon appointment, depending upon flight arrivals. You will be able to book your transfers, via the Hartpury online shop and booking, from August 2021.

If your flight arrival time falls outside the listed airports or available dates, please see the information below for suggestions of how to make your own arrangements to travel to the campus:

All major international airports in the UK (i.e. Gatwick, Heathrow, Manchester, Bristol and Birmingham) have train services that will transport you to the nearest city centre. There are then regular train services (often every hour) from those city centres into Gloucester. It is then only a short taxi ride from Gloucester train station to Hartpury, and there are taxis waiting at the station at most times of the day. You can find more information about the train services and planning your route at <https://www.thetrainline.com/>

Transport whilst at Hartpury

The UK has a variety of public and private transport systems.

Taxi services are also available in the local area and to Gloucester and Cheltenham. Hartpury works with reputable taxi service 'Andy Cars' who offer a flat fee for students between Gloucester and campus, by appointment only. All drivers with 'Andy Cars' have been screened to ensure they do not have criminal records. Other taxi services are available and you can find taxi ranks at the train and bus station.

Hartpury has a local bus service that runs regularly during term time via the bus company Swanbrook. Details of their services can be found at: <http://swanbrook.co.uk/gloucestershire-services/1296287>

The Swanbrook bus drops off near the Gloucester bus station and from here students can easily access the National Express Coaches. National Express Coaches go to a large number of locations including airports (including directly to London airports), cities and towns across the UK.

Bus and train timetables vary year on year – you will be able to find the most up to date information, timetables and book tickets at <https://www.thetrainline.com/>. Local services usually require cash payments onboard or at the station for a single (one-way) or return journey (round trip).

Students can bring their own car to campus. Hartpury requires students to register their car with the college and purchase a parking permit, which is currently £60 for the year.

To determine if you need to take a UK driving test to legally drive in the UK please use this link: www.gov.uk/driving-nongb-licence. Additionally you will need to know the rules and regulations regarding car maintenance and insurance to ensure your car is road legal.

National Health Service (NHS)

The NHS is a social health care system funded by the government and does not ask for payment for treatment except in special circumstances (e.g. dental care and some prescriptions). As part of your Student Visa application, you will pay a surcharge to enable you to access this medical care whilst in the UK.

When you arrive in the UK you will need to register with the local Doctors General Practice Surgery (GP) in the nearby village Staunton. If you have any ailments you will need to book an appointment with the local GP who will treat you and/or refer you for more specialist care if required. If the GP is closed and your health concern is urgent, you can make an appointment at a local urgent care centre or go to the local hospital in Gloucester to their Accident and Emergency (A&E) department. More information can be found on the NHS website: www.nhs.uk/pages/home.aspx

On-site health and wellbeing:

During business hours, students can book an appointment and arrange transport to the local GP through Hartpury's Wellbeing Reception team. Additionally, Hartpury has health professionals on-site including a nurse and counsellors available for appointments.

Out of hours a team of 'duty wardens', who are contactable in the event of an emergency, oversee student needs. Under 18 students also have day wardens; one is assigned for each under-18 accommodation block and available for the students' needs and concerns.

Additional pastoral support is available through the Chaplain. The Chaplain offers a drop in service for all students, as a friendly face and place to listen. If a student requests, they will offer non-denominational spiritual support. Alternatively, you are likely to find a spiritual care centre that meets your individual needs in the local area.

Enrolment

Enrolment is a student's official first day of study and all students (UK and all non-UK based) must be present to enrol each year. By enrolling, students confirm they are present and intend on studying. For first year students enrolment is combined with induction activities to support students in their new learning environment and are vital in helping you to meet you people and settle in. Hartpury will advertise a specific date, time and location for your initial meeting for enrolment as September approaches. It is important to note that if you fail to enrol Hartpury will assume you are withdrawing from the course and do not intend to study with us.

BTEC/A-Levels: Not all courses enrol on the same day. Some new students may need to enrol as late as the Wednesday of the enrolment week. Please ensure that you check your enrolment dates carefully (once these are published) and make sure that you plan to arrive on time for your course enrolment. You will be able to find information on specific enrolment days in letters Hartpury will send you or on the Hartpury website in late summer.

University: Undergraduate students have a specific Welcome Day on the Sunday before their enrolment week. Full enrolment details will be released in summer 2021.

During enrolment you will meet your academic staff, be issued with your student card, be issued a school email address and, best of all, meet other students on your course.

What you need to do: Bring original documentation (hard copy) including evidence of education certificates/ qualifications (final grades), proof of identification (any form) and passport. If you need a visa, you will also need to bring your Biometrics Residency Permit (BRP) (if you have already collected it) and proof of English language. If you are required to register with the police and already have a police registration certificate, bring the certificate to enrolment.

Bank accounts

Non-UK students can open student bank accounts in the UK. The bank will request evidence that you are enrolled on a course and in full time study at a recognised UK education institution. Hartpury will issue formal letters for students at their written request as evidence of studying here.

Each bank will need the letter to be specifically addressed to them. If you are looking at several different banks, you will need to request more than one letter. Letters will only be issued after a student has arrived in the UK, and has completed the enrolment process and has paid their tuition and accommodation fees.

What you need to do:

- Request a confirmation of studies letter as evidence for opening a UK bank account – AFTER enrolment.
 - Letters cannot be produced until physical enrolment has taken place in September.
- Ensure you are prepared with access to sufficient funds for a few weeks upon arrival if you need to open a bank account.

The Following information is for all student who require a visa

Meeting Immigration Conditions

As a sponsor of international student visas, Hartpury is obligated to follow the rules and regulations set by United Kingdom Visa and Immigration service (UKVI). We have designed the guidance below to provide some helpful information in getting the process started for you and some things to expect. The guidance here should be read as supplementary to the formal guidance of the UKVI found on the UK government website.

Applying for a UK Visa

Any person who does not hold a passport for the UK or EIRE will be required to apply for and be granted a visa in order to study at Hartpury. For most students, this will be the Student Visa, but other visa types do allow study. Below are some steps from our Student Guidance for applying for a Student Visa:

- Take a look at the UKVI Student Visa web page: <https://www.gov.uk/student-visa>. Everything you need to know about the visa application process is given on this easy-to-use site.
- There are also links to a number of important documents, including the [full guidance document](#), which we ask you to read carefully and refer to when completing your application.
- Please note that if you are not from a country that is acknowledged by the UKVI as a Majority English Speaking Country, then you will be required to take an IELTS certificate to demonstrate your knowledge of English:
 - The full list of Majority English Speaking Countries can be found at: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>
 - If your passport country does not appear in the list at the link above, you will be required to take an IELTS for UKVI (Academic) test before we can issue you with a CAS.
 - Follow the link <https://takeielts.britishcouncil.org/ielts-ukvi/book-ielts-ukvi> to book your test.
 - You will need to provide a copy of your IELTS certificate as part of your application for a CAS
- Please remember that you will need to provide any requested documents in the format that is stated in the guidance. Even if your application form is completed correctly and you have paid the correct fee; if you fail to submit the correct supporting documents, your whole application would be rejected and you would need to start the process again from the beginning.

Whilst Hartpury will provide your Confirmation for Acceptance of Studies (CAS) which you will use to apply for your visa, your application for your visa is entirely separate to your Hartpury application. We are unable to influence the decision of the UKVI and we cannot intervene or in any way 'speed up' visa applications.

Applying for a CAS (to begin your visa application)

Every time you apply for a visa you will need a new CAS. This is the same if it is your first time in the UK or if you are an existing student applying for a new visa to allow you to remain at Hartpury.

- At Hartpury, we ask students to apply for a CAS through a CAS Application Form. We do this to ensure that you are fully prepared to make your visa application, meaning that we will check all of your supporting documents.
- We will only issue a CAS if the evidence is deemed to comply with UKVI requirements, to ensure that your visa application will be successful.
 - Whilst we will accept copies of your supporting documents, please be aware that you must submit the original documents to the UKVI for your visa application.
- **IMPORTANT NOTE:** A CAS can only be issued a maximum of 6 months before the course start date. Therefore, for September entry, the earliest date that we will issue a CAS is 21st March

What you need to do next:

- Download and complete the Hartpury CAS Application from our [International Pages](#)
- Submit application with the evidence requested in the form to international@hartpury.ac.uk
- Pay 50% of tuition fees and obtain an official receipt from the Finance team, stating the amount paid

For your Information: You are expected to carefully review and submit full and complete Student Visa applications to the UKVI. Failure of an application means the CAS is used and it cannot be used again. Institutions have a limited number of CAS to be issued and we may not be able to issue you a new one.

UK Healthcare surcharge

Anyone applying for a UK visa is subject to a charge per year to access the National Health Service (NHS) in the UK. All applicants pay an upfront fee that covers the expected duration of their stay (which will be indicated on the CAS). You will be prompted at the time you are filling in your visa application to pay and you will be issued with a reference number that will go on your application. You can check in advance how much this surcharge will be by going to: <https://www.immigration-health-surcharge.service.gov.uk/checker/type>

For your Information: You can find more information on the UK government website:

<https://www.gov.uk/healthcare-immigration-application>

Biometric Residence Permit (BRP)

During the application process, you will need to provide your biometrics information (fingerprints, photo, signature etc.). This information is used for the production of a Biometric Residence Permit (BRP) card.

When your visa application has been approved, you will be issued with a visa 'vignette' in your passport. The visa vignette is a 30 day entry visa and allows you to enter the UK.

You will also receive a letter informing you of where your Biometric Residence Permit (BRP) will be delivered. If you have correctly completed the visa application form by including the Alternative Collection Location (ACL) code for Hartpury when prompted, your BRP will be sent directly to the International Office here and we will provide this to you at enrolment.

PLEASE NOTE: To comply with UK Visa legislation, the BRP cannot be collected prior to a student's formal enrolment.

If you do not correctly complete the ACL code on your visa application, your BRP will be sent to Gloucester Post Office by default. If you are over the age of 18, you will then have to make arrangements to collect this within 30 days of your arrival into the UK. Please note however, that if you are under the age of 18, you will need to provide the International team with your passport and letter, and they will be able to collect the BRP on your behalf.

Police registration

Some students will be required to register with the police. Students will be informed in the documents they receive back from the UKVI when their visa is approved. Normally police registration is indicated in the vignette in the passport, but could also be indicated in a letter that accompanies your passport and visa. A police registration event will be organised to take place around enrolment on campus. You will be provided with the date, time and location for this event at your enrolment. If you are asked to attend the Police Registration event, it is because it is a requirement of your admission to the UK and you legally MUST attend in order to comply with the Terms of your visa.

UKVI Compliance

During your time at Hartpury you are expected to continue to be compliant with the rules and regulations governing the conditions of your stay in the UK. Your visa enables you to study and therefore you are expected to engage with your course fully, this includes and is not limited to attending all scheduled academic sessions, submitting all summative and formative assessments/work and meeting with your academic tutors on a regular basis.

In line with UKVI regulations, Hartpury monitors all students' attendance and achievement on their courses. It is important you fully understand and are aware that failure to fully engage with your course can result in the loss of your right to remain and study in the UK. If students have concerns while they are in the UK with meeting these requirements they should raise them with their tutor AND the international department.

As part of these regulations, we operate International Student drop-in sessions. Students with Student Visa are required to check in with the International Department on the dates and times advertised at a specific contact point. Hartpury will withdraw its sponsorship of students who miss 10 consecutive contact points (e.g. assignment submissions, assessment points, attendance at lectures, seminars, practical sessions, trips, tutorials etc.) or otherwise fail to comply with UKVI compliance regulations. Should Hartpury withdraw their sponsorship of a student, the student will be required to cease study immediately and return to their home country.

Leaving/Completing

Once a student has completed their course or if they decide to cease studying with us they will need to report their leaving arrangements (e.g. date of departure from the UK) to their Programme Manager AND to the international department.

Important Note: Please do not send original documents to Hartpury by post, photocopies are acceptable and can be sent via email. We expect you to bring originals to enrolment. The copies sent will be retained by Hartpury as evidence that you have met the entry requirements for your course.

We in the International Department are here to support you through this process and are excited for you to join us on your learning adventures. If you have any further questions, please do not hesitate to ask.

Charlotte Phillips

International Manager

Admissions and International Department

E: international@hartpury.ac.uk