



Hartpury University Tuition Fee Policy

2024 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 13th September 2018).

This policy applies to all students studying undergraduate or postgraduate taught courses at Hartpury, and should be read in conjunction with the Terms and Conditions and Academic Regulations. This policy does not apply to students studying a postgraduate research course at Hartpury, even if a postgraduate taught course is embedded within it.

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 or International student (see Appendix A). We have included changes that have arisen as a result of the UK leaving the EU in this policy. Further details of our process for management of change can be found in our Terms and Conditions.

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:

1.1 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).

1.2 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).

1.3 Accelerated, Full-time and Part-time course routes

A student will be enrolled on a course route through their programme of study. The enrolled course route has a mode of study, that are either accelerated (postgraduate course routes only), full-time or part-time. The course route's mode of study determines how many credits a student should be enrolling on each year to reach the end of their course route by the expected end date. A student can study a different number of credits from those expected for a single year and remain on a course route (a different mode of attendance for a year) but changes for longer durations involve a formal change of course route and associated mode of study.

1.4 Resit

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

1.5 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).

1.6 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.

1.7 Equivalent or Lower Qualification (ELQ) Students

UK 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. Please see appendix A for definitions of fee status.
- 2.2 Up to date information on tuition fees is available on the Hartpury website. The tuition fees that apply to a student, are as stated on the website on the date the student confirms their acceptance of the University's offer of a place on a course.
- 2.3 Tuition fees are charged annually.
- 2.4 The full-time undergraduate tuition fee will apply to students enrolled on a full-time course route (a full-time mode of study) and enrolled on between 90 and 120 credits (a full-time mode of attendance) in the academic year (excluding placement years). Tuition fees for home undergraduate students enrolled on a full-time course route will not be charged above the maximum fee listed (£9250 at 01 Dec 2023).
- 2.5 Part-time undergraduate tuition fees will apply to students enrolled on up to 90 credits in the academic year (a part-time mode of attendance) if enrolled on a part-time course route or less than 90 credits if enrolled on a full-time course route. The part-time undergraduate tuition fee amount charged will depend on the number of credits enrolled upon in each academic year, and will be a pro rata calculation from the full-time undergraduate tuition fee unless otherwise stated. Undergraduate students enrolled on a part-time course route taking additional modules above the standard number of credits, will be required to pay an additional charge pro rata to the number of credits enrolled upon.
- 2.6 The programme tuition fee for postgraduate taught students enables students to enrol on modules equivalent to a stated number of credits. Unless stated, fees for each academic year will be calculated pro rata dependent on the proportion of the stated number of credits enrolled upon. Specific courses may vary from this in which case information will be provided to applicants. Postgraduate taught students taking additional modules above the standard number of credits will be required to pay an additional charge pro rata with the standard fee.
- 2.7 An Alumni Discount is awarded to students who have completed an undergraduate degree at Hartpury University (either officially taught at Hartpury or awarded by Hartpury University), and enrol on a postgraduate taught programme of study. The discount awarded is conditional:
- 1) Enrolment on a taught masters degree with a course route duration of 1 year or less will receive a tuition fee discount of 20%.
 - 2) Enrolment on other postgraduate taught programmes will receive a tuition fee discount of 10%.

In the event of a student changing their course route duration, the 10% discount will apply against the entire tuition fees.

- 2.8 Sometimes students may wish to change how they study in an academic year, either by taking fewer module credits 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. Where students have commenced study on a module and withdrawn from it fees for the withdrawn module may be levied, in accordance with the time periods described in the Academic Regulations section B3. If the change means that the total number of credits enrolled upon would result in a change in tuition fees then the fee charged will be reduced or increased, as appropriate.
- 2.9 Hartpury reviews its fees and its fees policy annually. Tuition fees for Home students may rise each year up to a maximum of Consumer Prices Index (CPI) +1%. Tuition fees for Home 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.
- 2.10 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 student's tuition fees paid for that amount of module credit.
- 2.11 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 recurring card payment mandate on a Visa or Mastercard provider.
- 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 students may be eligible for a tuition fee loan from a student loans company. 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. Where appropriate, students should ensure that they submit their Notification of Entitlement letter at enrolment when requested. For undergraduate students applications for support must be made for each year of study.
- 4.2 Regardless of Hartpury provisions, policy and regulation, all students in receipt of funding from a 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 recurring card payment mandate (see section 6.3).
- 4.4 Fees can be paid by one or more of the methods below.
- In full at the start of the academic year or
 - by instalment by setting up a recurring card payment at enrolment
- 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.
- 4.8 If a student is being sponsored for their tuition fees we will require a letter of confirmation from your sponsor containing:
- A contact name;
 - Invoice address details; and;
 - Confirmation of sponsorship

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). For students that require a visa to study in the UK 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.
- 5.2 Applicants liable for 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 non-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 or failure to have an agreed payment scheme will result in the student not being enrolled and the contract terminated.
- 5.4 Students studying Pre-sessional 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 can be made if using the Recurring Card Payment system with payments structured:

- In full at the start of the academic year by setting up a recurring card payment at enrolment
- or by termly instalment by setting up a recurring card payment at enrolment
- or by 8 monthly instalments by setting up a recurring card payment at enrolment

5.6 Returning students liable for international fees are able to pay their tuition fees in full or by instalment as follows:

- In full at the start of the academic year by setting up a recurring card payment at enrolment
- or by termly instalment by setting up a recurring card payment at enrolment
- or by 8 monthly instalments by setting up a recurring card payment at enrolment
- or by Bank Transfer

6 Payment by Instalment

6.1 In order to pay by instalment a Home student not in receipt of a tuition fee loan must set up a recurring card payment mandate with Hartpury.

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

6.3 The instalment options are:

For tuition fees in excess of £100:

- In full at the start of the academic year by setting up a recurring card payment at enrolment; or;
- by termly instalment by setting up a recurring card payment at enrolment; or;
- by 8 monthly instalment by setting up a recurring card payment at enrolment

For Home postgraduate taught 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 card payment run after payment of the loan by the awarding body or

- In full at the start of the academic year by setting up a recurring card payment at enrolment
- or by termly instalment by setting up a recurring card payment at enrolment
- or by 8 monthly instalments by setting up a recurring card payment at enrolment

- 6.4 In the exceptional event that a student is delayed in completing the recurring card payment 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 recurring card payment 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 recurring card payment, the option of payment by instalment will cease and all outstanding fees will be due immediately. If a student knows in advance that a recurring card payment will fail it is essential that they contact the Finance office immediately either in person or via email creditcontrol@hartpury.ac.uk.
- 6.7 Students will receive an email confirmation from Hartpury of the recurring card payment instalment dates and amounts at least ten days before the first payment is due. Reminders for individual instalments will not be sent.
- 6.8 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 via email creditcontrol@hartpury.ac.uk to discuss their circumstances. In some cases, written evidence may be required.
- 6.9 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 scholarships, bursaries and discounts on an annual basis.

8 Charging for Additional Credits

- 8.1 Students who enrol themselves on module credits additional to the maximum module credits included with their programme tuition fee will be charged for those additional credits.
- Students who were confirmed on a 'Trail' progression outcome at the most recent board of examiners will be charged 25% of their programme tuition fee pro rata for the proportion of the additional module credits compared to their maximum module credits included with their programme tuition fee.
 - Students who were not confirmed on a 'Trail' progression outcome at the most recent board of examiners will be charged 100% of their programme tuition fee pro rata for the proportion of the additional module credits compared to their maximum module credits included with their programme tuition fee.

9 Withdrawals and refunds

For the purposes of this section the term 'withdraw' will cover students wishing to temporarily suspend or completely stop their studies at Hartpury, and students who have been required to withdraw from their studies (see Academic Regulations).

- 9.1 Students withdrawing may do so as described within the Academic Regulations in Part B. Students required to withdraw will have the date of the withdrawal recorded as the date formally agreed by the relevant decision-making body. If a student requests withdrawal the withdrawal will be processed and the student's records amended when written notification has been received. 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 completes the notification of withdrawal form in writing, in conversation with their Academic Personal Tutor. This form requires a preferred date of withdrawal to be declared. The University will not usually agree a date of withdrawal before the date that the student has a meeting with their Academic Personal Tutor and signs this form (whichever is the later). The official withdrawal date will be recorded as the date of receipt of the notification of withdrawal by the University's Academic Registry or the requested date of withdrawal, whichever is the later. If the notification of withdrawal form is being sent by post it is essential that the student keeps proof of postage and a copy of the form and information sent. The Student should address postal submissions to Academic Registry, Hartpury University, Hartpury, Gloucestershire, GL19 3BE. It is essential that a student retains a copy of the form and communication following the submission of the 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 Cancellation of a course or module that affects continuation of study by Hartpury will trigger the Student Protection Plan.
- 9.5 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.
- 9.6 The following fee liability applies to all Hartpury University students:

Students withdrawing or suspending studies during	Tuition Fee Liability
The statutory cooling off period within 14 calendar days from the formation of the contract.	No fees
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 or if no third term in academic calendar on University’s website for student’s point of enrolment then the third term starts day after the end of the second term)	Full Fees

- 9.7 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 section 9.6. The calculation of fee liability in the case of a withdrawal is based on the full tuition fee, including any deposit.
- 9.8 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.

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.

10.2 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 9.6.

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 A Fee Status Calculations

We will base our fee status calculations on the guidance provided by the UK government and the UK Council for International Student Affairs. The following gives an indication of the decision criteria we will use. Further guidance can be found on our website at www.hartpury.ac.uk or is available from admissions@hartpury.ac.uk.

Home Students

- You are a UK national or have 'settled status' (no restrictions on how long you can stay) and
- 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.

International Student

Has not been resident in the UK for three years prior to the first day of the first year of the course. Students living in the EU will be classed as International students.

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