



Hartpury University Tuition Fee Policy 2025-26

Introduction

For the purposes of this document Hartpury is referring to Hartpury University, Hartpury House, Hartpury, Gloucestershire, GL19 3BE.

This policy applies to all students who form a contract to start studying undergraduate or postgraduate taught courses, at Hartpury or as part of a franchise partnership with qualifications granted by Hartpury University, during the 2025-26 academic year. The policy should be read in conjunction with the Terms and Conditions and Academic Regulations. This policy does not apply to students studying a course with qualifications not granted by Hartpury University, including studying a postgraduate research course at Hartpury, even if a postgraduate taught course is embedded within it. For the purposes of this policy a course includes Hartpury University validated programmes and/ or modules.

The Tuition fee policy forms part of a contract between the student 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.

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.

1 Tuition fees

- 1.1 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 contract is formed between student and Hartpury University, and are determined by a student's fee status. Please see appendix A for definitions of fee status. The tuition fee for a course usually remain fixed for the duration of a student's enrolment on that course.
- 1.2 Tuition fees are charged annually.
- 1.3 The course tuition fee allows students to enrol on a specific number of module credits contributing to the course being studied.
- 1.4 Sometimes students may wish to enrol on a different number of module credits to those covered by the course tuition fee. 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 study, fees for the withdrawn module may be levied in accordance with the time periods described in the Academic Regulations section B3.
- 1.5 Where Hartpury approves the student enrolling on a different number of credits to those covered by the course tuition fee, the tuition fee charged will be pro rata dependent on the proportion of credits enrolled upon and could be more or less than the course tuition fee stated on the website.
- 1.6 Students who enrol themselves on module credits additional to the module credits included with their course tuition fee will be charged 100% of their course tuition fee pro rata for the proportion of the additional module credits compared to their module credits included with their course tuition fee.
- 1.7 There is no charge to apply for the recognition of prior certified learning (credits awarded or learning assessed) by another UK higher education institution. An application for recognition of prior 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.
- 1.8 There will be a charge of £350 for on-campus assessment taken off-campus, where approved.
- 1.9 Hartpury reviews its fees and its fees policy annually.

2 Student Fee Liability

- 2.1 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 completes their enrolment declaration, whichever is earlier.
- 2.2 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.
- 2.3 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 a student funding body.
 - 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.
- 2.4 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.

3 Fee Payment

- 3.1 Students may be eligible for a tuition fee loan or other form of a financial support from an external funding body, for example from the Student Loans Company (SLC). Students are responsible for entering the correct course and fee information when applying for financial support. Applications for support must be made in a timely manner. Where appropriate, students should ensure that they submit evidence of the financial support at enrolment when requested.
- 3.2 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 regard 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.

- 3.3 If a student is being sponsored for their tuition fees Hartpury will require a letter from the sponsor containing a contact name, invoice address details and confirmation of the sponsorship.
- 3.4 Tuition Fees are due for payment at or before enrolment. Tuition Fees can be paid in full at enrolment at the start of the academic year or in instalments by prior agreement. Instalment payments will only be permitted by recurring card payment mandate (see appendix B)
- by termly instalment by setting up a recurring card payment at enrolment; or;
 - by up to 8 monthly instalments by setting up a recurring card payment at enrolment
- 3.5 If a student fails to make arrangements to pay the tuition 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 tuition fees incurred.
- 3.6 Defaults on payment are treated seriously and may lead to sanctions being taken against the student as detailed in section 10.3.

4 Additional Information about Deposits and Payments for Students with an International Fee Status

- 4.1 All students paying international tuition 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.
- 4.2 Students studying pre-sessional courses are required to pay their tuition course fees in full in order to be eligible for a CAS for their pre-sessional course.
- 4.3 Applicants liable for international tuition fees may not be required to pay the 50% deposit (other payments may be required in advance e.g. accommodation) if they provide evidence to the Hartpury International Office prior to the issue of a CAS of one of the following:
- sponsored by a Government (UK or other);
 - receiving a scholarship for full tuition fees from Hartpury;
 - sponsored by another (UK or non-UK) Educational institution.;
 - sponsored by an International Scholarship Agency e.g. Chevening Scholarship; or;
 - in receipt of US federal loans or any other Government Financial Aid which is certified by Hartpury.

- 4.4 The balance of the international tuition 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 Financial Support Packages for New and Continuing Students

- 5.1 The University recognises that students attend Hartpury from a variety of backgrounds, with differing access to financial support and funds. At any point during the students' journeys they can experience financial challenges. Accessing financial support packages can support students to enrol and achieve within higher education.
- 5.2 Details of eligibility criteria and payment of current financial support packages are available on the Hartpury Website.
- 5.3 The financial support packages available to a student are those on the Hartpury Website on the day a student submits an application for a financial support package.
- 5.4 Hartpury reviews the financial support packages it offers on an annual basis.

6 Withdrawals and refunds

- 6.1 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).
- 6.2 Students withdrawing may do so as described within the Academic Regulations in Part B. To avoid disputes on withdrawal dates, it is recommended that a student completes the notification of withdrawal form in conversation with their Academic Personal Tutor. This form requires a preferred date of withdrawal to be declared. The official withdrawal date will be recorded as the date of completion of the notification of withdrawal form including the signature of the Programme Manager 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. Students required to withdraw will have the date of the withdrawal recorded as the date formally agreed by the relevant decision-making body. 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.
- 6.3 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.

- 6.4 Cancellation of a course or module that affects continuation of study by Hartpury may trigger the Student Protection Plan.
- 6.5 If the student has completed all the modules enrolled upon in that academic year before the official withdrawal date, then the Tuition Fee Liability will be full fees.
- 6.6 If a student withdraws or suspends their studies (for whatever reason) from their course part way through that course and the modules on it, 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. The calculation of fee liability in the case of a withdrawal is based on the full tuition fee, including any deposit. Any reduction in tuition fees will be calculated from the official withdrawal date.

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 the day after the end of the second term)	Full Fees

7 Non-Payment of Fees and other Monies

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

7.3 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 6.

7.4 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 (Graduation).
- Not be issued with any academic references.

Until all outstanding monies have been paid.

7.5 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.

8 Requests to alter tuition fees for a student

8.1 Any decision to alter (vary or waive) tuition fees requires the approval of a member of Hartpury's Senior Management Team. Individual officers of Hartpury are not permitted to vary or waive fees.

8.2 Alterations to tuition fees (e.g. remission, waiver and debt write-off) are at the discretion of Hartpury and may occur only in very exceptional circumstances.

9 Equality, Diversity and Inclusion

9.1 As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all students regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

9.2 The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all.

9.3 Hartpury is committed towards promoting positive mental health and aims to create a culture of support where students can talk about mental health problems without the fear of stigma or discrimination.

Appendix A Fee Status

- i. We will base our fee status decisions 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.
- ii. A student's fee status will be considered to be either Home or International.
- iii. The decision whether a student's fee status is Home or International will be made based on whether the student meets the criteria below on a set date during the year of the student's first enrolment on the course. See table below.

Student's enrolment date	Fee Status assessed on
Between 01 January and 31 July	01 January
Between 01 August and 31 December	01 September

- iv. A student will have a Home fee status if they:
 - a. hold UK or Irish passport, or have indefinite leave to remain in the UK (otherwise known as 'settled status'); and:
 - b. have been living in the UK for at least the past 3 consecutive years. (Please note that students that have been resident in the UK solely for education purposes are not classified as Home students); and:
 - c. are permanently and ordinarily resident in UK on the first day of their enrolment.
- v. A student will have an International fee status if they have not been resident in the UK or have only been resident in the UK solely for education purposes for at least three years.

Appendix B Information on Payment by Instalments for all students

- i. Instalment payments will only be permitted by recurring card payment mandate with payments structured:
 - a. in termly instalments by setting up a recurring card payment at enrolment; or;
 - b. in up to 8 monthly instalments by setting up a recurring card payment at enrolment; or;
 - c. by Bank Transfer, for students with an international fee status, in years following their first year of study only.
- ii. 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.
- iii. Students waiting for support from a funding body 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 the funding body. 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 the funding body time to process applications.
- iv. 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.
- v. 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.
- vi. 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.

- vii. 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.

Document Approval and Review Cycle

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Change Log from version 1 to version 2

Section	Description of change