

Student Fees and Charges 2023/24

March 2023



**Harper Adams
University**

Introduction

The Fees and Charges Brochure sets out the approved University Fees to be paid by new and continuing undergraduate, taught postgraduate and research students in 2023/24.

The fees and charges for the Harper & Keele Veterinary School Veterinary Medicine programme are available on the [School website](#). Fees for short courses, including those delivered under a sub-contractual arrangement¹, are listed on the [individual webpage](#) for your chosen course.

The Fees and Charges Brochure also includes approved on-campus accommodation charges for 2023/24 and any supplementary fees that might be incurred. An indication of additional course-specific study costs is also included to help you plan your personal expenditure.

We use the term 'University Fees' throughout this document as a clearer alternative to 'Tuition Fees', to more clearly articulate that fees contribute to the full cost of the course. We have set out below the elements that are and are not covered by your University Fee in 2023/24 to enable to you to budget appropriately.

What <i>is</i> included in your University Fee:	What <i>is not</i> included in your University Fee:
<ul style="list-style-type: none">• Lectures and tutorials• Compulsory practical teaching and trips• Access to the library and its resources• Access to the Learning Hub and its resources• Access to on campus computer facilities• Support and wellbeing services• Applicant, course, module and student administration• Wi-Fi on campus• Parking on campus	<ul style="list-style-type: none">• Accommodation charges• Food and other living expenses• Course-specific costs, for example required items of clothing or optional trips• Personal computers, laptops and devices• Textbooks• Printing, if you need to print on to paper• Students' Union fees, if you wish to join• Graduation ceremony expenses, if you wish to attend• Charges for reassessment or restudy, if you fail and are required to undertake these

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1. Making your payments

All students are personally liable for the payment of all charges relating to their time at the University. This includes University Fees, accommodation and other course and activity related costs. If you have arranged for any of these to be paid by a third party, such as the Student Loans Company (SLC), an employer or a parent/guardian, you must ensure that this is in place in time for the payments to be made. If your arrangement falls through, you will be required to pay yourself.

At the beginning of the academic year, full-time students will be issued an invoice detailing their University Fees and accommodation charges, where applicable, for the entire year, and when these are due for payment. Part-time students will be invoiced in relation to when they commence studies on each module. Payment is due no later than 14 days from the date of the invoice, unless an instalment plan is agreed.

Payments are accepted online on the [Harper Adams website, Finance page](#), by credit or debit card. We no longer accept cheques.

Please contact the Finance Office should you have any queries about your invoice or payment (see 'Contacts', page 19).

1.1. University Fees

For **Undergraduates with a support package from the SLC**, University Fees are normally paid directly to the University. The Finance Office needs to be advised as soon as possible if you have applied for a Student Finance tuition fee loan so records can be updated.

For **full-time Taught Postgraduate students and Undergraduates who are not in receipt of a Student Finance tuition fee loan**, your University Fees can be paid in full or in three termly instalments, by the deadlines given below. To request to pay termly, please access the [payment gateway](#) and select your fees to be paid by Recurring Card Payment.

- By 16th October 2023 – 34% due
- By 22nd January 2024 – 33% due
- By 6th May 2024 – 33% due

Part-time Taught Postgraduate students are billed on a module-by-module basis, and will be invoiced in advance of each module. Module invoices are due for payment within 14 days of the invoice date.

Students requiring visa sponsorship will be required to pay their University Fees for the year, in full, in advance of arrival, unless they have financial sponsorship.

1.2. Accommodation charges

Accommodation charges are paid by the student, with either their own funds or any Student Finance maintenance loan, which is paid directly to the student early in each term, usually within the first fortnight.

Payments for accommodation charges are taken either in full or termly via a recurring card payment set up on the accommodation portal, at time of accepting the offer sent from the accommodation office. Instalment dates for the recurring card payments are below:

- By 16th October 2023 – 42% due
- By 22nd January 2024 – 30% due
- By 6th May 2024 – 28% due

2. Difficulties with payments

If you are in financial difficulty and are unable to make payments on time, you are required to contact the Finance Team (see 'Contacts', page 19).

It is important that the Finance team are contacted as soon as you realise you are unable to meet your financial commitment, as they will be able to discuss your circumstances and offer guidance on your situation.

While the University is willing to be as flexible as reasonably possible for students with financial difficulties, a late payment fee and sanction policy is in place, which is strictly applied to students who are not pro-active in making alternative arrangements. The '*Collection of Student Debt Policy*' can be viewed on the University's [Key Information Page](#).

The Student Services team is available to offer students advice on money management, advise students on eligibility for the Access to Learning Fund and short-term Loans (Hardship grants and loans) and help with the application process. We can also

signpost students who have problems applying for and accessing support through Student Finance (see Para 3.4 page 4 and 'Contacts', page 19)

3. Financial Assistance

3.1. Student Finance loans

Undergraduate students who have Home fee status and who are new to Higher Education are likely to be able to access help for their course through Student Finance. If you apply for a Student Finance tuition fee loan (which covers University Fees), this will be paid directly to the University on your behalf. Further information is available [Harper Adams, Apply, Finance, Undergraduate finance](#). Maintenance loans are also available to help towards everyday costs associated with study.

Postgraduate loans for **students on both Taught and Research Master's Degrees** are available for students from England, Wales, Northern Ireland and Scotland. The loan is intended to be a contribution to the cost of the qualification, whether to pay your University Fees or to cover maintenance or any other costs associated with study. Further information is available [Harper Adams, Apply, Finance, PHD Funding, Postgraduate finance](#).

Loans for **PhD students** are available for students from England and Wales who are studying in England. The loan is intended to be a contribution to the cost of the qualification, whether to pay your University Fees or to cover maintenance or any other costs associated with study. Further information is available on the Harper Adams website [Harper Adams, Apply, Finance, PHD Funding](#).

If you are likely to be affected by the departure of the UK from the European Union, please refer to the University's **Brexit** guidance on the Harper Adams website [Harper Adams, University Life, International, Brexit Guidance](#) that has been created to direct enquirers and students to definitive sources of information from UK government and university sector organisations.

Students not in receipt of Student Finance tuition fee loans must make their own arrangements to pay their University Fees. This could be in the form of financial sponsorship, where available and applicable. If you are not paying your fees directly yourself, you must provide the Finance Office with evidence of who is doing so.

3.2. Scholarships, hardship loans and grants

Harper Adams University provides financial support through competitive scholarships, based on both merit and in support of the University's aims to widen access to higher education from under-represented groups. The merit-based Development Trust scholarships are awarded on-course. Limited support is also available in the form of short-term hardship loans and grants. Up-to-date details on all forms of financial support are published on the Harper Adams website [Harper Adams, Apply, Finance](#).

3.3. Discretionary awards for 2023/24 entrants on Taught Postgraduate Awards

3.3.1. Alumni Award

The Alumni Award is a 10% fee waiver for Harper Adams' alumni (having fully completed a first undergraduate degree), irrespective of year of graduation, mode of study or award. 10% is discounted from each invoice.

3.3.2. Vice Chancellor's Fee Waiver Award

This award is intended to support those from less advantaged or under-represented backgrounds who achieve highly at Undergraduate level to progress to Postgraduate level study, in line with our Access and Participation Plan aspirations. We will award a fee waiver for those full-time UK, Republic of Ireland, Isle of Man & Channel Isle Undergraduate students who achieved either a First Class or Second-Class Honours Degree from Harper Adams University in 2022/23, having completed at least three years of full-time study based at Harper Adams University. The fee waiver is available for MSc and MProf awards studied full-time in 2023/24. The level of fee waiver is as follows:

- 50% fee waiver for those who achieved a First Class Honours Degree
- 30% fee waiver for those who achieved a Second Class Honours Degree (Upper or Lower Divisions)

The relevant fee waiver is discounted from each invoice.

Students must also meet eligibility criteria intended to improve access to postgraduate level study by under-represented groups, as defined by the University's Access and Participation Plan:

- students from areas of low higher education participation, low household income and/or low socioeconomic status
- students recorded as black and minority ethnicity
- mature students
- disabled students in receipt of the Disabled Students' Allowance
- care leavers

Typically, around 70% of our student body exhibit at least one of the characteristics of disadvantage or under-representation at Harper Adams.

Studies by Negotiation and Master of Research programmes are ineligible for this award. Part-time Undergraduates are also ineligible for this award. The discretionary award is subject to a satisfactory reference from the Undergraduate Course Manager or Course Tutor. All applications for this scholarship should be made before the course application deadline, which is displayed on our [website](#), passes. Applications received after that date will not be considered. Entry cannot be deferred. Any study required beyond 2023/24, including for students studying part-time or deferred in 2023/24 or later, is ineligible for this discretionary award. Please contact the Postgraduate Office to establish your eligibility for this award (see 'Contacts', page 19).

3.4. Advice and support

The Student Services team is available to offer students advice on money management, advise students on eligibility for the Access to Learning Fund and short-term Loans (Hardship grants and loans) and help with the application process. The Planning and Policy team is also able to provide assistance for students who have problems applying for and accessing support through Student Finance (see 'Contacts', page 19).

4. University Fees 2023/24

4.1. Undergraduate University Fees 2023/24

4.1.1. Students on Undergraduate programmes

Table 1 sets out the fees payable by Undergraduate students in 2023/24. The amount you are due to pay in 2023/24 is dependent on your fee status and the year you started your course.

The University reserves the right to increase UK, ROI, Isle of Man & Channel Island fees each year by no more than the rate of inflation (RPI-X), in line with government guidance and any cap applied by the government. Non-UK, ROI, Isle of Man & Channel Island fees are reviewed annually. We anticipate that any increase will be supported by the government's student financial support system.

Table 1: University and Placement Fees for Undergraduate students studying in 2023/24

Fee Status*	Type of Course	2023/24 entrants	2022/23 entrants	2021/22 entrants	2020/21 entrants	2019/20 entrants	2018/19 entrants
UK, Republic of Ireland, Isle of Man & Channel Isles Students	<ul style="list-style-type: none"> Integrated (Undergraduate) Master's Degree On campus	£9,250	£9,250	£9,250	£9,250	£9,250	£9,250
	<ul style="list-style-type: none"> Honours Degree Ordinary Degree Top-Up Degree¹ Extended Degree Foundation Degree Extended Foundation Degree Sandwich Placement ²	£1,850	£1,850	£1,850	£1,850	£1,850	£1,850
	<ul style="list-style-type: none"> RCVS⁵ Diploma in Advanced Veterinary Nursing^{6,7} Harper Adams part-time, blended learning awards: Diploma of Higher Education / Ordinary Degree^{6,7} 						£5,650
	<ul style="list-style-type: none"> RCVS⁵ Honours Degree with advanced standing^{6,7} 						£10,044
EU / EEA and Swiss National Students	<ul style="list-style-type: none"> Integrated (Undergraduate) Master's Degree On campus	£13,250	£11,250	£11,000	£9,250	£9,250	£9,250
	<ul style="list-style-type: none"> Honours Degree Ordinary Degree Top-Up Degree¹ Extended Degree Foundation Degree⁴ Extended Foundation Degree⁴ Sandwich Placement ²	£3,500	£3,300	£3,250	£1,850	£1,850	£1,850
	<ul style="list-style-type: none"> RCVS⁵ Diploma in Advanced Veterinary Nursing^{6,7} Harper Adams part-time, blended learning awards: Diploma of Higher Education / Ordinary Degree^{6,7} 						£5,650
	<ul style="list-style-type: none"> RCVS⁵ Honours Degree with advanced standing^{6,7} 						£10,044

		<ul style="list-style-type: none"> Graduate Certificate in Advanced Veterinary Nursing^{3,4} 		£5,600	£5,550	£5,450	£4,000	£4,000	
Non-EU/EEA Overseas Students	Full-time	<ul style="list-style-type: none"> Integrated (Undergraduate) Master's Degree 	On campus	£13,250	£11,250	£11,000	£10,800	£10,800	£10,800
		<ul style="list-style-type: none"> Honours Degree Ordinary Degree Top-Up Degree¹ Extended Degree Foundation Degree⁴ Extended Foundation Degree⁴ 	Sandwich Placement ²	£3,500	£3,300	£3,250	£3,200	£3,200	£3,200
	Part-time	<ul style="list-style-type: none"> Graduate Certificate in Advanced Veterinary Nursing^{3,4} 		£5,600	£5,550	£5,450	£5,000	£5,000	

¹ **Top-Up Degree** - All Top-Up Degree students, including students who have previously undertaken study at Harper Adams University, are considered new entrants for fee liability purposes. The 'Sandwich Placement' fee does not apply.

² **Sandwich Placement support and fees** - All students undertake a mandatory sandwich placement for which there is a reduced fee. This fee contributes to the costs associated with: growing and maintaining a network of placement employers; advising new employers on their commitments to placement students; providing extensive support to students in preparing for, and securing, an approved placement; supporting the employer and student whilst on placement, including by telephone, email and visits (which may be virtual); and in the assessment of the extent to which the student develops employability skills, insight into the employing organisation, as well as personal development planning, before, during and after the placement period. All courses have a dedicated Placement Manager to lead these arrangements, the support of a Placement Officer and all students are assigned a Placement Tutor to oversee their progress whilst on placement. This arrangement ensures that placements are a central component of the student's curriculum and helps graduates to be better prepared for making and achieving their career aspirations. Further details are available on request at placement@harper-adams.ac.uk.

³ **Part-time Veterinary Nursing Award** - This programme is taught on a part-time basis and is unavailable for full-time study. The price quoted is for the entire two-year programme. You will be invoiced 50% of the fee at the beginning of the first year of study and the remaining 50% at the beginning of the second year of study.

⁴ **Visa Sponsorship** - Students requiring visa sponsorship are ineligible for these courses.

- **Foundation and Extended Foundation Qualifications (lower than Level 6)** - ineligible as the study duration is longer than the maximum permitted sponsorship period of 2 years for courses below first-degree level, based on UK Home Office regulations.
- **Graduate Certificate and other part-time qualifications** - due to the part-time nature of these courses they are not eligible for sponsorship under Harper Adams' policy.

⁵ **RCVS** - Royal College of Veterinary Surgeons.

⁶ **Part-time Veterinary Nursing Awards** - These programmes are taught on a part-time basis and are unavailable for full-time study. The price quoted is for the full course cost that is spread over more than one year.

- Students on the RCVS Diploma in Advanced Veterinary Nursing will study 135 credits.
- Students on the RCVS Honours Degree with advanced standing will study 240 credits.

You will 'pay as you go', only paying for the modules being studied at the time. The study load undertaken within one year varies between students.

⁷ No new entrants are due to be enrolled on these programmes after 2018/19.

*Fee status is determined by an assessment based on nationality, immigration status and residency. The guidance on how we assess fee status can be found at time of writing at: [ukcisa, Information-Advice, Fees and Money, England fee status](#).

4.1.2. Undergraduate part-time study fee calculation

Where permissible, the cost of the full award for a part-time undergraduate course is calculated on a pro-rata basis of the full-time equivalent (based on 120 credits) cost shown in Table 1. The University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X) in line with government guidance and any cap applied by the government. You should therefore budget for this. We can offer payment options to spread the total award costs over the part-time study period,

in line with the volume of study undertaken. Further information can be obtained from the Finance Office (see 'Contacts', page 19).

4.2. Postgraduate University Fees 2023/24

4.2.1. New students on Postgraduate programmes

Table 2 sets out the fees payable by new full-time entrants studying on postgraduate programmes in 2023/24.

Table 2: University Fees for new Full-time Taught Postgraduate and Research students studying in 2023/24

	UK, Republic of Ireland, Isle of Man & Channel Isles students*	Overseas students*
MSc awards, <u>excluding</u> Veterinary Physiotherapy, Applied Veterinary Nursing, Applied Ecology suite ¹ (180 credits) ^{2,3}	£9,500	£16,380
MProf Rural Estate and Land Management (180 credit award) ²	£9,500	£16,380
MSc Veterinary Physiotherapy (180 credits) ^{2,3}	£13,480	£22,309
MSc Advanced Veterinary Nursing (180 credits) ^{2,3}	£12,120	£14,870
MSc Applied Ecology suite (180 credits) ^{1,2,3}	£10,000	£17,010
PgD awards <u>excluding</u> Veterinary Physiotherapy, Applied Veterinary Nursing, Applied Ecology suite (120 credits) ^{1,2}	£6,380	£13,230
PgD Veterinary Physiotherapy (120 credits) ²	£10,360	£19,160
PgD Advanced Veterinary Nursing (120 credits) ²	£9,000	£11,720
PgD Applied Ecology suite (120 credits) ^{1,2}	£6,880	£13,860
PgC awards <u>excluding</u> Advanced Veterinary Nursing, Applied Ecology suite ¹ (60 credits) ²	£3,190	£6,680
PgC Advanced Veterinary Nursing (60 credits) ²	£4,500	£5,860
PgC Applied Ecology suite (60 credits) ^{1,2}	£3,440	£7,000
MRes (180 credits) ⁴	£9,180	£15,120
MPhil/PhD (full-time) ^{5,6}	£4,790	£15,680
MPhil/PhD submission by published works (restricted eligibility) ⁷	£2,030	£2,030

¹ The Applied Ecology suite of courses includes awards in Agroecology, Conservation and Forest Protection, Entomology, Integrated Pest Management, Plant Health and Biosecurity and Plant Pathology.

² See point 3.3.1 of the 'Discretionary Awards for 2023/24 entrants' section (page 3).

³ See point 3.3.2 of the 'Discretionary Awards for 2023/24 entrants' section (page 3).

⁴ You may be required to cover a proportion of your project costs, in addition to the University Fees quoted in Table 2, to cover additional expenses associated with your specific research programme. The level of any additional project cost is determined by a discussion between your Research Supervisor, the Head of Department and the MRes Coordinator, and would be communicated to you as part of your offer. Please contact the Research Office should you require further detail (see 'Contacts', page 19).

⁵ Excludes RTSG costs and project costs. RTSG costs are £1000 per year. Project costs consist of consumables, travel, subsistence and equipment, dependent on the area and type of research being undertaken. Project costs typically range from £1,000 to £10,000 per year but are generally in the region of £6,000 per year. When considering a proposal, applicants may wish to discuss project costs in more detail with the subject specialist.

⁶ The PhD fee for UK, Republic of Ireland, Isle of Man & Channel Isles Students is indicative and will be aligned to the UKRI rate, once published for 2023/24. Overseas Student fees are reviewed annually.

For full-time study a minimum of 2- and 3-years tuition will be charged for MPhil and PhD respectively.

Part-time students can choose to study for 3 or 4, or 4, 5 or 6 years for MPhil and PhD respectively. The duration of their study must be agreed in advance of registration and the fees will be equivalent to the 3 years full-time rate but spread across the duration of study.

A writing up fee of £427 will be charged if a student has not submitted their thesis within three months of the end of their normal registration period.

These fees apply to students based at the University and remote students.

Overseas students – based at the University and remote, are required to pay the full year tuition fee in advance, each academic year.

Home students may be eligible to apply for a payment schedule of tuition fees in (3) termly instalments.

Students conducting all their research and receiving substantial day-to-day supervision at an approved collaborating organisation may be charged 50% of the University Fee and 50% of the writing-up fee. The student or collaborating organisation will be responsible for any project costs (e.g. consumables, student travel, conference fees, etc.).

⁷ The route for MPhil/PhD by published works is limited to staff, alumni and those with strong links to the university.

*Fee status is determined by an assessment based on nationality, immigration status and residency. The guidance on how we assess fee status can be found at time of writing at: [ukcisa, Information-Advice, Fees and Money, England fee status](#).

4.2.2. Continuing students on Postgraduate programmes

The total fee for continuing part-time Taught Postgraduate students will not change from the cost communicated in your Offer Letter.

4.2.3. Taught Postgraduate part-time study fee calculation

The part-time study fee for Taught Postgraduate programmes is calculated on a pro-rata basis of the full-time equivalent cost (based on the number of credits) shown in Table 2. Part-time students will be billed on a module-by-module basis, and will be invoiced prior to the start of each module. The cost will be calculated as per the following example: Masters programmes costing £12,960 divided by 180 credits equals £72 per credit, therefore, a 15 credit module will cost £1,080.

Taught Postgraduate Major Research Project extension into the following academic year is priced at £500 for each year or part thereof.

Further information can be obtained from the Finance Office (see 'Contacts', page 19).

4.2.4. Taught Postgraduate Associate Study (including MRes)

We provide a limited provision for students to study individual modules. These places are subject to availability once students studying for an awarded course have been enrolled. Where study as an Associate Student is permissible, the University Fee for **UK, ROI, Isle of Man & Channel Isles students** in 2023/24 would be £1,200 for each 15-credit module, or pro-rata for modules of a different volume.

For **all overseas students**, fees are set at £2,000 for each 15-credit module, irrespective of the module, or pro-rata for modules of a different volume. All major research project fees for overseas students are £8,000 in the 2023/24 academic year, for each 60-credit module, or pro-rata, no matter which department is responsible for supervision and assessment.

Please contact the Admissions Office for further information regarding availability (see 'Contacts', page 19).

4.2.5. Studies by Negotiation

Where a student wishes to study a Studies by Negotiation programme which requires approval by the Programme Approvals Committee, an administrative fee of £500 on top of the fees published above will be charged in advance. Should the proposal be rejected, the fee will be refunded. Should the proposal be accepted, the fee will be deducted from your programme fees. Should the programme be accepted but you choose not to study with us, no refund will be due.

5. Accommodation Charges 2023/24

Table 4 sets out the charges for accommodation in 2023/24.

Hall charges include a regular cleaning service (term-time only), heating, lighting and internet access. All residents need to provide their own bedding, (with the exception of International students for whom this can be provided at an additional cost) and those in self-catering accommodation need to provide their own pots, pans, utensils, plates and cutlery. All students will need to budget for the pay-as-you-go costs for laundry.

Accommodation is payable in three instalments, one per term. All rooms are subject to a £300 room deposit, payable as part of the accommodation offer acceptance process, refundable (less deductions for damages or other outstanding accommodation charges) at the end of the fixed term Accommodation Licence Agreement. If you are unable to make a full deposit payment at the time of the accommodation offer acceptance, please contact the Finance Office (see 'Contacts', page 19), who will be able to assist you. There is a £50 fee to manage the costs associated with student requests to change rooms.

Prices have been calculated to reflect the provision of services (e.g. meals for catered students, cleaning, as appropriate) on a term-time only basis. The Accommodation Licence Agreement sets out the detailed and definitive arrangements of the services provided. Subject to availability, it may be possible to extend the period of stay for an additional cost. Applications, to the Accommodation Office (see 'Contacts', page 19), must be made at the earliest opportunity.

Table 3 Board and residence charges (Hall of Residence and University Houses) for 2023/24

		Catered				Self-Catered		
		Catered En-suite	Catered Standard	Catered Single	Catered Shared	Self-Catered En-suite	Self-Catered Single	Self-Catered Shared
Room Type (Annual Charge)	36 weeks ¹					£5,229		
	(UG students)							
	40 weeks	£7,221	£6,326	£5,880	£4,680	£5,441		
	(UG students)							
Room Type (Annual Charge)	42 Weeks (PG and International Induction students only)					£5,703	£4,172	£3,243
	(PG and International Induction students only)							
Additional Information	Areas	Gloucester Harris	Bougey Bradford Ward	Uni Houses	Uni Houses	Pitchside & Courtside Halls	Uni Houses	Uni Houses
	Description	Single room and private bathroom	Single room, wash basin and shared facilities	Single room and shared facilities	Shared room and shared facilities	Single room and private bathroom	Single room and shared facilities	Shared room and shared facilities
	Catered ²	Yes	Yes	Yes	Yes	No	No	No

¹ A limited number of shorter (36 weeks) letting period rooms is available within the Self-Catered En-Suite room type option. Students who take up this letting period are expected to vacate in full during the Easter Vacation period.

² Catered accommodation is inclusive of three meals a day, Monday to Friday, term-time only, served in the dining room. A 'pay as you eat' service is available at weekends at open catering outlets. Non-catered accommodation includes shared kitchen diners fully equipped with ovens, microwaves, kettles, toasters and fridge freezers.

6. Financial liability for students who leave the University prematurely

6.1. University Fee liability

6.1.1. Undergraduate students who withdraw from their studies

Should you leave the University prematurely, you will still be liable for at least a proportion of the costs incurred. The liability dates and levels for fees are as follows:

Up to and including 6th October 2023 – no liability

7th October 2023 – 15th January 2024 – 25% liability

16th January 2024 – 30th April 2024 – 50% liability

1st May 2024 – 28th June 2024 (end of academic year) – 100% liability

6.1.2. Taught Postgraduate students who withdraw from their studies

Students on full-time Taught Postgraduate programmes are liable for University Fees as above (point 6.1.1), should they leave the University prematurely. Students on part-time Taught Postgraduate programmes will be liable for the costs of modules on which they are enrolled (regardless of whether any work has been submitted for assessment).

6.1.3. Research students who withdraw from their studies

Should you leave the University prematurely, your fees will be charged on a pro-rata basis.

6.1.4. Students who postpone their studies

Student postponement requests are granted at the discretion of the University. The amount that you will be charged for the academic year is dependent on the date you finalise your postponement. You will be charged in line with the liability points for withdrawing students for University Fees (above) and on-site accommodation charges (as below). It is important that you pay attention to the liability dates for each of the University Fees and accommodation charges, particularly if you are postponing near the end of a term. If you have paid in advance for all your University Fees and accommodation charges, you may be eligible for a refund in line with liability dates.

Following a period of postponement, when you return to study, in most cases at the start of a new academic year, you will be required to complete the entire year again, other than for any modules that you completed in full before your postponement. All assessment components of partially completed modules are disregarded. You will be required to pay full University Fees for that year. Please refer to the '*Guidance for students thinking about postponing their studies*' (on the University's [Key Information Page](#)) which provides details on the availability of discretionary, partial fee waivers, where the reason for postponement was outside the control of the student. Students are advised to contact the Finance Office to determine whether they will qualify for any discretionary partial University Fee waiver on their return to study, at the discretion of either the Chief Financial Officer or Director of Academic Services, or their nominees. Students may make such a request at any point between the approval of their postponement and their return to study. If you return to a different course, you will be required to pay the full University Fee regardless of any pre-agreed waiver, which would only be applied to the original course of study.

6.2. Accommodation charge liability

Whilst you will be invoiced for the whole licence agreement period charge at the commencement of your stay, you will have the option of paying in three instalments, which align with the start of each term, as detailed in your accommodation agreement. Should you leave the University prematurely, you will still be liable for accommodation charges as stated below, unless otherwise stated in your accommodation agreement:

24th September 2023 – 27th November 2023 – first term charge

28th November 2023 – 15th January 2024 – first term and Christmas period charge

16th January 2024 – 29th June 2024 (end of academic year) – full charge whole tenancy

7. Course-related costs

7.1. Course-related costs for undergraduate courses

In addition to the published University Fees, you should also bear in mind that there may be additional costs which you need to consider as part of your course of study, including the costs ordinarily expected as part of Higher Education study, such as stationery, printing assignment work or documents from learning resources and core textbooks.

You may find that having a laptop is preferable to using the shared computers available on site, particularly when accessing some of the blended learning opportunities delivered on-line. It is also advisable to invest in personal headsets to enable better engagement with the live Q&A sections of some of the on-line learning opportunities. A pair of headphones (standard 3.5mm jack) is also required for some induction activities during the Welcome Week for new students. Wi-Fi enabled devices, such as a tablet, laptop, or in some cases a smartphone, will reduce printing costs by having information more readily to hand.

On occasion, assessment tasks may require you to make your own transport arrangements to undertake off site visits for research purposes. Depending on the nature and choice of any Major Project carried out in your final year, this may also incur small additional costs (such as travel for field work, postage for survey work and additional printing costs).

Should you wish to undertake an overseas placement, please be aware that these are usually expected to be sourced and supported via an approved agent, which will incur additional costs. If you are considering such a placement, you also need to consider the costs associated with visa applications, travel costs and travel insurance.

Please note: students who need to use large animal facilities at the University will be required to provide their own clean, waterproof coat and trousers that can be washed/hosed down and disinfected after use. Students are asked to ensure they have such clothing available for their own use if and when required.

Due to the nature of specific Harper Adams University courses, undergraduate students should also expect the following course specific costs:

7.1.1. Agriculture Students

Students studying Agriculture courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- Waterproof coat and trousers
- 1 white laboratory coat
- 1 pair coverall overalls
- 1 pair steel toecap safety boots (British Standard approved)
- Scientific calculator

As part of the course students have the opportunity to undertake study tours from time to time. These are voluntary but are subject to a small contribution from the student.

Agriculture students are encouraged to undertake vocational qualifications as appropriate to augment their academic studies and prepare them for the work place. Students are encouraged to undertake the NPTC/LANTRA crop spraying proficiency tests, PA1 Safe Use of Pesticides & PA2 Safe Application of Pesticides Using Self Propelled, Mounted, Trailed Horizontal Boom Sprayers, for which there is a charge of approximately £250 and £300 respectively. In addition, students are encouraged as appropriate to undertake the NPTC/LANTRA Tractor & Telehandler training and testing for which there is a charge of £450 each. FdSc students are able to access some of the above courses without additional charge as part of the Rural Skills module in Year 1 of their course. In addition, the University hopes to offer a limited number of places for the above courses as well as other courses at a subsidised rate via the Land Based Skills Programme which runs outside the academic curriculum.

For students wishing to undertake overseas placements, all overseas placements incur additional costs such as agent fees where applicable and/or visas, flights and insurance. Some visas also require students to be able to demonstrate they have sufficient financial reserves to meet the cost of living in the country they intend to work in before travelling.

At the end of their course, subject to performance, students studying BSc [Agriculture](#), and [Agriculture with Crop Management](#) have the opportunity to undertake the FACTS training course and examination, and those studying [Agriculture with Crop Management](#) the BASIS training course and examination. Students who elect to undertake the FACTs and BASIS qualifications are required to pay the BASIS examination fee applicable at the time.

7.1.2. Animals Students

Students studying Animals related courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots (required for farm sessions)
- 1 white laboratory coat (required for lab sessions)
- Boiler suit (required for farm sessions)
- Waterproof coat and trousers (required for farm animal sessions)
- Basic calculator (you cannot rely on your mobile phone)

Students studying animal-related courses may wish to take advantage of reduced charges to sit for the Animal Medicines Training and Regulatory Authority (AMTRA) Suitably Qualified Person (SQP) qualifications. An SQP is an animal health advisor. The legal phrase SQP is a category of professionally qualified persons who are entitled to prescribe and/or supply certain veterinary medicines under the Veterinary Medicines Regulations. This qualification would be very useful for anyone working in the area of animal health where the sale of animal medicines is allowed. AMTRA charge Harper Adams University undergraduates a standard, reduced charge of £187 (in 2021). For more information see www.amtra.org.uk

7.1.3. Applied Zoology Students

Students studying Applied Biology and Applied Zoology courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- Waterproof coat and trousers
- 1 white laboratory coat
- 1 Boiler suit
- 1 pair of steel toecap safety boots (British Standard approved)
- 1 Scientific calculator

As part of the Introduction to Ecology module in year 1, students are required to participate in a compulsory week long study trip, which contains field assessments for the final module mark. A student contribution of £50 is required towards the cost of the trip. The year 4 module 'Environment and Geography Field Course' is delivered as a compulsory residential week long field course for all students and requires a student contribution of £50 towards the cost of the trip.

7.1.4. Students on Beijing Agricultural College joint courses

All students from Beijing Agricultural College are required to purchase some sundry items, which will incur an additional nominal cost, these include:

- An English dictionary
- A thesaurus
- A scientific calculator
- 1 white laboratory coat (Food Quality with Retail Management Students only)

Students on the BSc (Hons) Food Quality with Retail Management course also have the opportunity to take additional, Chartered Institute of Environmental Health training courses, during the duration of their course. These include, Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing, costing £90, Level 3 Supervising Food Safety, costing £90 and Level 2 Food Safety for Manufacturing costing £20. These costs may be subject to a slight increase in 2021/22 Other courses may also be available if there is sufficient demand. Students are also eligible to apply for Associate membership (student) of the Institute of Food Science and Technology and the subscription, at the time of publication, is £21 per year.

7.1.5. Business Students

Students studying Agribusiness Management are required to purchase:

- 1 pair of Wellington boots
- Waterproof coat and trousers
- Boiler suit
- Safety shoes – Food Business Management students (can be purchased through the course team)

Lab coats are available for use free of charge for all practical classes on the Agribusiness Management and Food Business Management degrees, but branded coats can be purchased from the online store for £17.

Students studying any of the Business degrees may wish to have their courses accredited by the Institute of Leadership and Management; the fee for this professional body is around £150. Supplementary courses and training are available to business students including a Hygiene and Food Safety Level 2 certificate, which is a day long course costing approximately £50; HACCP training (Hazard Analysis and Critical Control Point) for businesses, is approximately £90; training in the use of IT and software packages is available at various costs including Microsoft qualifications for approximately £140 each.

Students on Food Business Management also have the opportunity to take additional training courses such as those organised by the Chartered Institute of Environmental Health. These include 'Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing', currently costing £90, 'Foundation Food Safety', costing £20, and 'Intermediate Food Safety', costing £90. These costs may be subject to a slight increase in 2023/24. Other courses may also be available if there is sufficient demand.

There may also be a range of events and courses delivered by outside professionals on topics such as negotiation, digital marketing and sales, and off-site visits. Where these are optional and are not a mandatory part of the courses they will vary in price but will not normally be more than £75 each per day.

These Business courses are new for 2023 and where additional costs are identified and approved by the University these will be communicated to the students well in advance.

7.1.6. Environment, Sustainability and Wildlife Students

Students studying Environment, Sustainability and Wildlife and Geography courses are required to purchase some sundry items, which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- Waterproof coat and trousers (for field or farm work)
- 1 white laboratory coat
- Scientific calculator
- Field notebook

As part of the Introduction to Ecology module in Year 1, Environment, Sustainability and Wildlife students are required to participate in a compulsory one-week study trip, which contains field assessments for the final module mark. A student contribution of £50 is required towards the cost of the trip.

In Year 4, Wildlife Conservation and Environmental Management students undertake a module "Environment and Geography Field Course" which is delivered as a compulsory residential one-week field course where students are required to pay a student contribution of £50 towards the cost of the trip.

In Year 4, Wildlife Conservation and Environmental Management students have the opportunity to attend an optional two-week field course to South Africa in their module International Perspectives on the Management of Animal Populations. There is a cost for those wishing to participate of around £2,200.

7.1.7. Engineering Students

Students studying Engineering courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- Boiler suit (Cotton) – grey*
- Laboratory coat (Cotton) - grey*
- 1 pair steel toecap safety boots (EN ISO 20345)
- Scientific calculator: Casio Fx85 (Typically £14) or casiofx991 (£25) are preferred choices

Students studying Agricultural Engineering programmes will also require one pair of Wellington boots with steel toecaps (EN ISO 20345) and a Boiler Suit (Cotton) – but these will not be required until Year 2 of study.

A laptop with the following minimum specification is recommended, noting that use of our Workstations (accessible on campus or remotely) may be required for certain Computer Aided Engineering packages:

- Windows 10
- 256GB SSD (Solid State Disc)
- 8GB RAM (Memory)
- CPU – core i3 (boost clock speed above 3GHz)

The cost of such a laptop is likely to be in the range of £400 - £600.

Depending on the nature of the project a student decides to pursue, additional costs for materials may be required.

**Please note that as part of the professional development of our engineering students, the Engineering Department has developed brand guidelines relating to clothing and request that boiler suits and laboratory coats for use within engineering are purchased in grey.*

7.1.8. Extended Degree and Extended Foundation Degree Students

Students studying Extended Degree and Extended Foundation Degree courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots (students studying the modules 'Animal Management and Welfare', 'Introduction to Animal Biology' and 'Plant Production Science')
- Waterproof coat and trousers (if involved in farm animal handling)
- 1 white laboratory coat (students studying the modules 'Animal Management and Welfare', 'Introduction to Animal Biology' and 'Plant Production Science')
- 1 Boiler suit (students studying the modules 'Introduction to Animal Biology' and Environmental Engineering Studies')
- 1 pair steel toecap safety boots (British Standard approved: students studying the 'Environmental Engineering Studies' module)
- Scientific calculator (Casio models recommended)

In addition, there will be a required contribution of approximately £10 toward a field trip for those students studying the module 'Team Challenge'.

Students studying on the Extended Degree in Veterinary Bioscience (with access to Veterinary Medicine) are required to purchase the following protective equipment (with indicative costs):

- Boiler suit (£18)
- Wellington boots (steel toe cap) (£25)
- Animal handling tunic (£15)
- Waterproof trousers and coat (£40)

Students on this programme will also be required to fund and arrange travel to and from off-site placements such as with veterinary practices, farms and other animal-related facilities in connection with the Veterinary-Related Vocational Skills module. This is estimated to cost £210 for the year in travel costs.

7.1.9. Food Studies Students

Students studying Food related courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots or sturdy walking shoes
- Safety shoes (can be purchased through the course team)
- Scientific calculator

In the second year of study students will have the opportunity to develop a food product. Students will be made aware of stock ingredients at the start of the project to allow them to plan accordingly. Any non-stock items may need to be purchased by the student.

Final year dissertation project may also require the purchase of additional ingredients that are not held as stock items.

You may wish to consider attending a trip, usually organised for Harper Adams Food students, to the University of HAS's Food Innovation Week, in the Netherlands. The cost of this trip will depend on commercial travel costs at the time.

Students on Food courses also have the opportunity to take additional training courses such as those organised by the Chartered Institute of Environmental Health. These include 'Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing', currently costing £90, 'Foundation Food Safety', costing £20, and 'Intermediate Food Safety', costing £90. These costs may be subject to a slight increase in 2023/24. Other courses may also be available if there is sufficient demand.

Food students are also eligible to apply for Associate membership (student) of the Institute of Food Science and Technology and the subscription, at the time of publication, this is £22 per year

At the time of writing the food programme is undergoing validation. There may be additional costs due to changes in the curriculum and these will be communicated to the students at a later date.

7.1.10. Huazhong Agricultural University joint course

Students studying on the BSc / BSc (Hons) International Agri-food Marketing and Supply Chain Management course are required to purchase some sundry items which will incur an additional nominal cost, these include:

- An English dictionary
- A thesaurus
- A scientific calculator

Students may also be required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat (with pockets) (purchasable through the course team)
- 1 white food laboratory coat (no pockets) (purchasable through the course team)
- White safety shoes (purchasable through the course team)
- Scientific calculator

Students have the opportunity to take additional, Chartered Institute of Environmental Health training courses, during the duration of their course. These include, Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing, costing £90, Level 3 Supervising Food Safety, costing £90 and Level 2 Food Safety for Manufacturing costing £20. These costs may be subject to a slight increase in 2021/22. Other courses may also be available if there is sufficient demand. Students are also eligible to apply for Associate membership (student) of the Institute of Food Science and Technology and the subscription, at the time of publication, is £21 per year.

7.1.11. Land and Property Management Students

Students studying Land and Property Management courses are required to purchase some sundry items, which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 high visibility vest/waistcoat
- Hard toe capped boots (may be required for site visits, wellies sometimes are adequate)
- Thesaurus, Dictionary and Diary
- Scale ruler with scales 1:50, 1:100 and 1:200
- Waterproof coat and trousers
- Students may also find it useful to have access to a scientific calculator and a digital camera or phone with a camera
- 1 white laboratory coat (REALM/RPM courses only - rarely used so can be hired)
- 1 Boiler suit (REALM/RPM courses only - Animal Production module only)

You will also need a laptop running Windows, rather than iOS (used by Apple products), so that you can access software that will be used on your course.

Students on the BSc (Hons) REALM and BSc (Hons) RPM courses are encouraged, but not required, to become student members of the Central Association of Agricultural Valuers. The annual student membership subscription for 2020 was £35.

Students should register for RICS membership, which is free for RICS approved courses. They will be encouraged to do this in their first year as part of the RICS requirements for the Assessment of Professional Competence (APC).

Please note that these costs are regularly reviewed by RICS and are subject to change.

7.1.12. Veterinary Nursing Students

Students studying Veterinary Nursing courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots (only required if you wish to be involved in optional farm sessions)
- Waterproof coat and trousers (required if you wish to be involved in optional farm sessions)
- 1 white laboratory coat
- Boiler suit (only required if you wish to be involved in optional farm sessions)
- Basic calculator (you cannot rely on your mobile phone)

Students studying Veterinary Nursing courses may wish to take advantage of reduced charges to sit for the Animal Medicines Training and Regulatory Authority (AMTRA) Suitably Qualified Person (SQP) qualifications. An SQP is an animal health advisor. The legal phrase SQP is a category of professionally qualified persons who are entitled to prescribe and/or supply certain veterinary medicines under the Veterinary Medicines Regulations. This qualification would be very useful for anyone working in the area of animal health where the sale of animal medicines is allowed. AMTRA charge Harper Adams University undergraduates a standard, reduced charge of £187 (in 2021). For more information see www.amtra.org.uk

Veterinary Nursing students are required to purchase a veterinary nursing student uniform for use while on practical placements in veterinary practices. This can be done independently, or via the Veterinary Nursing team. The approximate cost is from £40. You should also ensure that you budget for potential transport and accommodation costs during your placement periods.

7.1.13. Veterinary Physiotherapy Students

Students studying Veterinary Physiotherapy courses are required to purchase some sundry items, which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- Waterproof coat and trousers (for farm animal handling sessions)
- 1 white laboratory coat
- Boiler suit
- 1 pair of riding gloves (mandatory)
- Basic calculator (you cannot rely on your mobile phone)

Veterinary Physiotherapy students will require a riding hat / skull cap (there are some available to use at the University but you will need your own for yard visits) and appropriate gloves for handling horses. In their final year students will require two boiler suits and appropriate yard boots for equine clinical placements. The purchase of a plastic step box or small foldable steps will also be useful to allow effective access to bigger horse's backs.

Students studying Veterinary Physiotherapy courses may wish to take advantage of reduced charges to sit for the Animal Medicines Training and Regulatory Authority (AMTRA) Suitably Qualified Person (SQP) qualifications. An SQP is an animal health advisor. The legal phrase SQP is a category of professionally qualified persons who are entitled to prescribe and/or supply certain veterinary medicines under the Veterinary Medicines Regulations. This qualification would be very useful for anyone working in the area of animal health where the sale of animal medicines is allowed. AMTRA charge Harper Adams University undergraduates a standard, reduced charge of £187 (in 2021). For more information see www.amtra.org.uk

7.2. Course related costs for postgraduate courses

If you are on any course that requires you to attend field trips, wellington boots and good waterproof clothing are essential.

Students may find that having a laptop is preferable to using the shared computers available on site, particularly when accessing some of the blended learning opportunities delivered on-line. Wi-Fi enabled devices, such as a tablet, laptop, or in some cases a smartphone, will reduce printing costs by having information more readily to hand.

Students studying Data Science for Global Agriculture, Food and Environment are required to have a recent laptop with the following minimum specification:

- Intel core i5 processor or better
- 8GB RAM or more
- Optionally, dedicated Nvidia GTX video card or better

The minimum cost of such a laptop is likely to be from £600.

It is also advisable to invest in a personal headset to enable better engagement with the live Q&A sections of some of the on-line learning opportunities. A pair of headphones (standard 3.5mm jack) may be required for some induction activities during the Welcome Week for new students.

If you are on any course that requires you to be in the laboratories then a white laboratory coat is essential, but these will be provided for you at the start of any laboratory class.

Please note: students who need to use large animal facilities at the University will be required to provide their own clean, waterproof coat and trousers that can be washed/hosed down after use. Students are asked to ensure they have such clothing available for their own use if and when required.

We recommend that all students bring a scientific calculator.

8. Additional Charges 2023/24

8.1. Reassessment, repeat study and restudy

8.1.1. Postgraduate and International student reassessment fees - £100

The cost of resitting the assessment of a module on a postgraduate programme, having failed it at the first attempt, and without restudying the module as a whole, i.e. with no requirement to attend classes, is £100 for all students, regardless of course, year of entry or fee status. Please note that Student Finance, where applicable, will not cover these fees and the student will be liable to pay these directly to the university. Withdrawal or mitigating circumstance forms must be e-mailed to course managers and the Registration, Assessment Records and Awards Office at least 48 hours before a reassessment takes place.

8.1.2. Undergraduate, Postgraduate and International student repeat study fee - Refer to Tables 1- 2

The cost of repeat studying modules, as part of a 'repeat study' year or whilst studying on a part time basis, is based on the credit value of the modules, on a pro-rata basis, in relation to the full-time course fees set out in Tables 1-3, and is dependent on the student's year of entry and residential fee status.

8.1.3. Undergraduate International student restudy administration fee - £430

The cost of restudying any module from a previous year, whilst also concurrently studying on a full-time basis, is £430, whatever the level or volume and regardless of fee status or year of entry. Please note that Student Finance, where applicable, will not cover these fees and the student will be liable to pay these directly to the university. Payment of this fee entitles the student to study independently, with access to all relevant learning resources and access to the assessment opportunities required for successful completion. Occasionally, students are also able to access timetabled classes where there are no clashes with their other concurrent studies. There is no additional charge for access to these timetabled classes although access cannot be guaranteed.

8.2. Undergraduate and Postgraduate Accreditation of Prior (Experiential) Learning (AP[E]L)

The fee payable by part-time students is identified following an advice session, which determines whether the applicant/student is eligible for assessment through either an APL or APEL route.

The charge for the accreditation of prior **experiential** learning for each module is set at 100% of the pro-rata part-time study fee, depending on credit value and student's year of entry and fee status.

The charge for the accreditation of prior **certificated** learning of each individual module is set at 50% of the pro-rata part-time study fee, depending on credit value and student's year of entry and fee status.

The charge relating to the assessment for APL of a **placement** period (120 credits) is half the annual placement fee.

Please note that these costs are dependent on year of entry and residential status.

8.3. Charges for Duplicate Certificates and other documents

Where information is available, we are able to provide the following documents at the following costs:

- Replacement certificate £60
- Replacement final transcript £60
- Confirmation of award £10 (on standard letter-headed paper)
- Copy of transcript £10 (on standard letter-headed paper)
- Module descriptor £10 each (where available and up to a maximum of £100/request)
- Programme Specification £10 each (where available and up to a maximum of £100/request)
- Basic reference requests confirming award details £0 (confirmation via email)

Where courier delivery is required (including for overseas delivery), additional costs will need to be met by the requester.

The University is only able to provide confirmation of awards for graduates who studied courses awarded by Harper Adams University. Prior to Harper Adams University receiving Taught Degree Awarding Powers (1996) and Research Degree Awarding Powers (2006), a number of external bodies validated awards studied at Harper Adams University. If you studied at Harper Adams University before Harper Adams University had awarding powers, you will need to contact the awarding body for confirmation of your award.

- For [CNAA Awards](#):
- For [EdeXCEL](#):

If the board no longer exists, you may find the following [UK Government resource](#) useful.

Finally, if you are unsure of who awarded your qualification, please contact the Exams Office (see 'Contacts', page 19) who will attempt to assist in providing this information. Please note that as of the 25th of May 2018, the University is working under new data protection legislation and as such, may be less able to assist with requests for information than it has been in the past.

8.4. Students' Union Social Fee

All students automatically become members of Harper Adams Students' Union (HASU) free of charge when they become a student at the University. Optional Social Membership and memberships of individual clubs and societies, and tickets for activities and events, are individually priced.

Further details regarding membership fees and information on a range of sports and societies and events can be found on the HASU website [Harper Adams Student Union](#). Both membership and individual tickets can be purchased via the HASU website, at any point in the year.

HASU also offers a range of general and course specific clothing for students to purchase if desired. Clothing can be purchased on the HASU website, or the via the HASU shop on campus.

Any questions should be referred directly to the Students' Union (see 'Contacts', page 19).

8.5. Graduation

Each year, the University reviews the charges for the required academic gown hire, which is provided by a third party. In addition, information regarding other optional services provided by third parties such as graduation photographs and hotel accommodation is available on the Graduation event webpages.

At the time of writing, the University does not charge graduands to attend the ceremony and usually allows each graduand to request two free guest tickets, with other guest tickets to be purchased if there is sufficient space. However please note that extra guest tickets are not usually available for purchase due to the demand for the allocated two guest places per graduand.

The University reserves the right to review its policy with regard to not charging for two allocated guests in line with practice at other HEIs where it is often the case that all guest tickets carry a charge. The detailed arrangements and charges associated with attending graduation are published annually on the graduation web page.

If a student is unable or does not wish to attend the Graduation ceremony and wishes to have their final transcript and certificate posted to their home address, the University reserves the right to apply a charge of £20 to cover postage, secure storage and administration costs.

9. Contacts

If you have any queries relating to anything in this booklet, please contact the relevant department:

- **General enquiries** relating to **your application** and starting university
admissions@harper-adams.ac.uk · 01952 815000
- **Course-specific costs**
Contact details for the relevant Course Manager / Course Tutor are available via the Harper Adams University website
- **Scholarship opportunities** for students
developmenttrust@harper-adams.ac.uk · 01952 815095
- **Duplicate certificates** and other documents as outlined on page 17
ExamsOffice@harper-adams.ac.uk · 01952 815038
- **Invoicing and payment** of all fees and charges
studentinvoicing@harper-adams.ac.uk · 01952 815214
- **Project costs for PhD students**
PGRoffice@harper-adams.ac.uk · 01952 815038
- **Vice Chancellor's Fee Waiver** and **Associate Study**
postgraduate@harper-adams.ac.uk · 01952 815000
- **Basic reference requests** confirming course details studentrecords@harper-adams.ac.uk · 01952 815264
- **Policy and Planning Team:** support with your **Student Finance** account 01952 815320
- **Accommodation** queries
accommodationoffice@harper-adams.ac.uk · 01952 815286
- **Money management** advice and access to **student hardship funds**
StudentServices@harper-adams.ac.uk · 01952 815396
- **Students' Union fee**
StudentsUnion@harper-adams.ac.uk · 01952 815313

Policy information

Date of last review	October 2022
Individual policy owner(s)	Head of Financial Accounting & Assistant Academic Registrar (Academic Services)
Collective oversight	Finance & General Purposes Committee
Approval date	June 2022 Chair's Action October 2022
Equality Impact Assessment approval date	
Date of next review	Spring 2023
Date and description of any minor amendments made:	
Addition of International fee rates and amendments to course-related costs (October 2022) – approved by Chair's Action.	