

Student Fees and Charges 2024/25

July 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 2024/25.

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 arrangement, are listed on the [individual webpage](#) for your chosen course.

The Fees and Charges Brochure also includes approved on-campus accommodation charges for 2024/25 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 2024/25 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. Payments are accepted online at [Harper Adams website / Finance](#) by credit or debit card. We no longer accept cheques.

Please contact the Finance Office on +44 1952 815214 or email studentinvoicing@harper-adams.ac.uk should you have any queries about your invoice or payment (see 'Contacts', page 15).

1.1. University Fees

For **Undergraduates with a loan from the Student Loans Company**, 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 please email your Letter of Entitlement to studentinvoicing@harper-adams.ac.uk so our 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 at the beginning of the year of study or in three termly instalments, by the deadlines given below. To request to pay termly, please access the payment gateway [Harper Adams website / Finance](#) and select your fees to be paid by Recurring Card Payment (RCP).

- 14th October 2024 – 34% due
- 20th January 2025 – 33% due
- 6th May 2025 – 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 have two options for payment

1. **Payment for the year in full in advance of arrival. A 5% discount will be applied to any students choosing this option and paying in full in advance.**
2. Payment in three instalments, the deadlines for which are dictated by the point of the year at which the student commences their course of study, as outlined below:
 - Semester 1 Intake:
 - Payment 1: 34% due prior to issuing the CAS
 - Payment 2: 33% due on or before 14 October 2024
 - Payment 3: 33% due on or before 20 January 2025
 - Semester 2 Intake:
 - Payment 1: 34% due prior to issuing the CAS
 - Payment 2: 33% due on or before 12 March 2025
 - Payment 3: 33% due on or before 7 June 2025

Students requiring visa sponsorship can make payments at [Harper Adams website / Finance](#) by selecting 'International Payments'.

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 (RCP) 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:

- 14th October 2024 – 39% due
- 20th January 2025 – 33% due
- 6th May 2025 – 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 on +44 1952 815214 or by email on studentinvoicing@harper-adams.ac.uk.

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. They can also signpost students who have problems applying for and accessing funds to additional support. Contact Student Services on +44 1952 815396 or email StudentServices@harper-adams.ac.uk (See 'Contacts', page 15).

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 the Student Loans Company (SLC). If you apply for a Tuition Fee Loan (which covers University Fees), this will be paid directly to the University on your behalf. Further information is available at [Harper Adams, Apply, Fees and Funding, Undergraduate Finance](#). Maintenance loans are also available to help towards everyday living costs and additional 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 at [Harper Adams, Apply, Fees and Funding, Postgraduate Finance, Postgraduate Funding](#).

The postgraduate loan is intended to be a contribution to the cost of the qualification, and can be used to pay your University Fees. Further information is available at [Harper Adams, Apply, Fees and Funding, Postgraduate Funding](#).

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 at [Harper Adams, Apply, Fees and Funding](#).

3.3. Discretionary awards for 2024/25 entrants on Taught Postgraduate and Research 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 or research award, in line with our Access and Participation Plan aspirations. We will award a partial fee waiver for those eligible 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 2023/24, having completed at least three years of full-time study based at Harper Adams University. The fee waiver is available for MSc, MProf and MPhil/Phd awards studied full-time in 2024/25. The level of fee waiver is as follows and is discounted from each invoice:

- 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 Divisions)
- 50% fee waiver in year one of study for those who achieve a distinction at MSc and continue onto a PhD

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
- disabled students in receipt of the Disabled Students' Allowance
- care leavers

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. Applications received after that date will not be considered. Entry cannot be deferred. Any study required beyond 2024/25, including for students studying part-time or deferred in 2024/25 or later, is ineligible for this discretionary award. Please contact the Postgraduate Office to establish your eligibility for this award by email pgsupport@harper-adams.ac.uk (see 'Contacts', page 15).

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. They can also signpost students who have problems applying for and accessing funds to additional support. Contact Student Services on +44 1952 815396 or email StudentServices@harper-adams.ac.uk (See 'Contacts', page 15).

4. University Fees 2024/25

4.1. Undergraduate University Fees 2024/25

4.1.1. Students on Undergraduate programmes

Table 1 sets out the fees payable by Undergraduate students in 2024/25. The amount you are due to pay in 2024/25 is dependent on your fee status and the year you started your course.

The University reserves the right to increase UK, Republic of Ireland, Isle of Man & Channel Isle 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, Republic of Ireland, Isle of Man & Channel Isle 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 2024/25

Fee Status*		Type of Course		2024/25 entrants
UK, Republic of Ireland, Isle of Man & Channel Isles Students	Full-time	<ul style="list-style-type: none"> • Integrated (Undergraduate) Master's Degree 	On campus	£9,250
		<ul style="list-style-type: none"> • Honours Degree • Ordinary Degree • Top-Up Degree¹ • Honors Degree with Foundation Year • FdSc Degree • FdSc Degree with Foundation year 	Sandwich Placement ²	£1,850
	Part-time	<ul style="list-style-type: none"> • Graduate Certificate in Advanced Veterinary Nursing³ 		£4,800
	Full-time		On campus	£16,500

EU / EEA and Swiss National Students and Non-EU/EEA Overseas Students		<ul style="list-style-type: none"> • Integrated (Undergraduate) Master's Degree • Honours Degree • Ordinary Degree • Top-Up Degree¹ • Honors Degree with Foundation Year • FdSc Degree⁴ • FdSc Degree with Foundation Year^{3,4} 	Sandwich Placement ²	£3,700
	Part-time	<ul style="list-style-type: none"> • Graduate Certificate in Advanced Veterinary Nursing^{3,4} 		£6,583

¹Top-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 Undergraduate degree 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 from the Placement Office careers@harper-adams.ac.uk. Students have access to digital, library and support services during their placement year, including the 24/7 Student Assistance Programme.

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 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.

- **FdSc and FdSc degrees with Foundation years (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 the provisions of Harper Adams' student sponsorship licence.

*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: <https://www.ukcisa.org.uk/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 by emailing studentinvoicing@harper-adams.ac.uk (see 'Contacts', page 15).

4.2. Taught Postgraduate University Fees 2024/25

4.2.1. New students on Taught Postgraduate programmes

Table 2: fees payable by new full-time entrants studying on taught postgraduate programmes in 2024/25.

	UK, Republic of Ireland, Isle of Man & Channel Isles students*	Overseas students*
MSc awards, <u>excluding</u> Veterinary Physiotherapy, Applied Veterinary Nursing, (180 credits) ¹	£11,520	£19,750
MProf Rural Estate and Land Management (180 credit award) ¹	£11,520	£19,750
MSc Veterinary Physiotherapy (180 credits) ¹	£13,440	£17,166
MSc Advanced Veterinary Nursing (180 credits) ¹	£13,440	£17,166
PgD awards <u>excluding</u> Veterinary Physiotherapy, Applied Veterinary Nursing, (120 credits) ¹	£7,680	£15,750
PgD Veterinary Physiotherapy (120 credits) ¹	£9,600	£13,166
PgD Advanced Veterinary Nursing (120 credits) ¹	£9,600	£13,166
PgC awards <u>excluding</u> Advanced Veterinary Nursing, (60 credits) ¹	£3,840	£7,875
PgC Advanced Veterinary Nursing (60 credits) ¹	£4,800	£6,583
MRes (180 credits) ²	£11,520	£19,750

¹ See point 3.3.1 and 3.3.2 of the 'Discretionary Awards for 2024/25 entrants' section (page 3).

² 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 by email pgroffice@harper-adams.ac.uk (see 'Contacts', page 15).

4.2.2. Continuing students on Taught 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 £11,520 divided by 180 credits equals £64 per credit, therefore, a 15-credit module will cost £960.

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 15).

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, Republic of Ireland, Isle of Man & Channel Isle students** in 2024/25 would be £1,200 for each 15-credit module, or pro-rata for modules of a different volume. Associate students will gain the credits of the modules that they study and successfully assessed in, but are not registered on a specific awards programme.

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 2024/25 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 15).

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.

4.3. Research Programmes University Fees 2024/25

4.3.1. New students on Research Programmes

Table 3: University Fees for new Full-time Research students studying in 2024/25

	UK, Republic of Ireland, Isle of Man & Channel Isles students*	Overseas students*
MPhil/PhD (full-time) ^{1,2}	£4,790	£15,680
MPhil/PhD submission by published works (restricted eligibility) ³	£2,030	£2,030

¹ 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.

² 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 2024/25. Overseas Student fees are reviewed annually.

For full-time study, a minimum of 2-years' 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 £500 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 both Home and International students, whether based at the University or remotely. All students may be eligible to apply for a payment schedule of tuition fees in three termly instalments in line with the provisions set out for each category of student at section 1.1 above.

The student or collaborating organisation will be responsible for any project costs (e.g. consumables, student travel, conference fees, etc).

³ 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: <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>.

5. Accommodation Charges 2024/25

Please note the Accommodation Charges for the 2024/25 academic year are currently being reviewed and will be shared in early 2024, prior to any offers of accommodation being made. Any increase will be in line with inflation. The charges for 2023/24 are provided in Table 4 below to indicate the range of accommodation and price points we offer to inform decision-making.

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.

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 15), who will be able to assist you. There is a £50 fee to manage the costs associated with student requests to change rooms.

The Accommodation Charges have been calculated to reflect the provision of services (e.g. meals for catered students, cleaning, as appropriate) on a term-time only basis. Payment for accommodation charges are taken either in full or by three termly recurring card payments (RCP) set up on the accommodation portal based (see 1.2). 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 15), must be made at the earliest opportunity.

Table 4 Indicative Accommodation Charges (2023/24). To be reviewed in early 2024.

		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 (UG students)					£5,229		
	40 weeks (UG students)	£7,221	£6,326	£5,880	£4,680	£5,441		
	42 Weeks (PG and International Induction students only)					£5,703	£4,172	£3,243
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.

²Catered 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, with the exception of Gloucester and Harris Halls which have snack kitchens equipped with microwaves, kettles, toaster and small fridge.

6. Financial liability for students who leave the University prematurely

6.1. University Fee liability

6.1.1. 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 4th October 2024: no liability
- 5th October 2024 – 24th January 2025: 25% liability
- 25th January 2025 – 28th April 2025: 50% liability
- 29th April 2025 – 27th June 2025 (end of academic year): 100% liability

- The liability dates and levels for fees applies to international students (on undergraduate or postgraduate courses) are as follows:
 - Semester 1 Intake:
 - Up to and including 4th October 2024: £200 in cases where the visa has been refused and a decision has been taken not to apply for another CAS, in accordance with the University's Student Visa Sponsorship Policy.
 - 5th October 2023 16th October: 67% liability.
 - 17th October 2023 to 22 January 2024: 100% liability.
 - Semester 2 Intake:
 - Up to and including 14th February 2024: £200 in cases where the visa has been refused and a decision has been taken not to apply for another CAS, in accordance with the University's Student Visa Sponsorship Policy
 - 14th February to 11th March 2024: 67% liability
 - 12th March – 30th June 2024: 100% liability

6.1.2. Taught Postgraduate students who withdraw from their studies

Students on full or part-time Taught Postgraduate programmes will be liable for the costs of modules attended (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 take a break in studies

The proportion of your total fees that you will owe for your current year of study depends on the date on which you officially start your break in studies. 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 starting your break 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.

When you return to study, in most cases at the start of a new academic year, you will owe the full University Fee for that academic year. You are advised to contact the Finance Office (see 'Contacts', page 15) to determine whether you may qualify for a discretionary partial University Fee waiver on your return to study, at the discretion of the Chief Financial Officer. For more information about how a break in studies may affect your finances, visit the [Break in Studies SharePoint site](#).

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:

22nd September 2024 – 1st December 2024: Liability up to 15th December 2024 (end of week 11)

2nd December 2024 – 26th January 2025: Liability up to 26th January (week 13 including Christmas Vacation Period)

27th January 2025 – 27th June 2025 (end of academic year): full charge for the whole tenancy

7. Course-related costs

In addition to the published University Fees and accommodation charges, you should also bear in mind that there will be additional costs which you need to budget for as part of your course of study. These will include ordinary study costs, such as stationery, printing and textbooks, as well as costs specific to your programme of study. You should expect the following course-specific costs during your time at Harper Adams University. All figures provided are approximate costs, correct at time of writing.

Item	Essential / Optional	Agriculture	Animal Sciences	Applied Zoology	Beijing Agricultural	Business	Environment, Sustainability & Wildlife	Engineering	Extended programmes	Food Studies	Land & Property Management	Veterinary Nursing	Veterinary Physiotherapy	Taught Postgraduate
Laptop ^{1, 2 & 3}	O	♦ ³	♦	♦	♦	♦	♦	♦ ³	♦	♦ ³	♦	♦	♦	♦ ^{1, 2, 3}
Headset (£20)	E	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦
Mobile phone / tablet with video recording capability (£80+)	E												♦	
Wellington boots (£20)	E	♦	♦	♦		♦	♦		♦	♦	♦	♦ ⁴	♦	♦ ⁴
Wellington boots with steel toecaps (£20)	E							♦	♦					
Steel toecap safety boots, British Standard approved (£40)	E	♦		♦				♦	♦		♦			
Safety shoes (£40)	E					♦								
Equestrian yard boots, recommend steel toecaps (£80)	E												♦	
Trainers, Crocs or other non-slip, closed-toe indoor shoes for clinic (£30)	E												♦	
Waterproof coat and trousers (£20+)	E	♦	♦	♦		♦	♦		♦		♦	♦ ⁴	♦	♦ ⁴
Boiler suit overalls (£25)	E	♦	♦	♦		♦		♦ ⁵	♦		♦		♦	
Animal handling tunic (£30)	E								♦			♦		
Veterinary Nursing student uniform (£40)	E											♦		
High visibility vest/waistcoat (£5)	E										♦			
Polo shirt in dark colour for clinical work in final year	E												♦	
Swimming / Board shorts for hydrotherapy work	E												♦	
White V-necked Laboratory coat (£20)	E	♦	♦	♦			♦		♦			♦	♦	♦ ⁶
Pair riding gloves (£10)	E												♦	
Riding hat / skull cap – BS Safety Standard & professionally fitted (£80)	E												♦	
English dictionary and thesaurus (£15)	E				♦						♦			
Scientific calculator (£10)	E	♦	♦	♦	♦		♦	♦	♦		♦	♦		♦
Scale ruler with scales 1:50, 1:100 and 1:200 (£15)	E										♦			
Field notebook (£5)	E			♦			♦							
Required study trips (Evaries)	E	♦ ⁷		♦			♦ ⁸			♦				
Optional study trips (Evaries)	O	♦	♦	♦	♦	♦	♦ ⁸	♦	♦	♦	♦	♦	♦	♦
Travel costs to/from placements (Evaries)	O	♦	♦	♦		♦	♦	♦	♦	♦	♦	♦	♦	
Major project costs (Evaries) E.g. travel, printing, postage	O	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦
Non-stock ingredient costs (Evaries)	O									♦				
Overseas placement costs (Evaries) E.g. agent & visa fees, travel, insurance	O	♦	♦	♦		♦	♦	♦	♦	♦	♦	♦	♦	
NPTC/LANTRA vocational qualifications <ul style="list-style-type: none"> PA1 Safe Use of Pesticides (£250) PA2 Safe Application of Pesticides Using Self Propelled, Mounted, Trailed Horizontal Boom Sprayers (£300) Tractor training and testing (£450) 	O	♦												

Item	Essential / Optional	Agriculture	Animal Sciences	Applied Zoology	Beijing Agricultural	Business	Environment, Sustainability & Wildlife	Engineering	Extended programmes	Food Studies	Land & Property Management	Veterinary Nursing	Veterinary Physiotherapy	Taught Postgraduate
• Telehandler training and testing (£450)														
FACTS (£267) /BASIS (£440) examination fee	O	♦												
AMTRA Suitably Qualified Person (SQP) examinations (£190) https://www.amtra.org.uk/	O	♦	♦									♦		
Supplementary training: • Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing/Businesses (£90)	O				♦	♦				♦				
• Level 3 Supervising Food Safety (£90)					♦									
• Level 2 Food Safety for Manufacturing (£20)					♦									
• Level 2 Hygiene and Food Safety (£50)						♦								
• Foundation Food Safety (£20)						♦				♦				
• Intermediate Food Safety (£90)						♦				♦				
Microsoft qualifications (£140 each)	O					♦								
Associate membership (student) of the Institute of Food Science and Technology (£21)	O				♦					♦				
Student membership of the Central Association of Agricultural Valuers (£35)	O										♦			
Institute of Leadership and Management accreditation (£150)	O				♦	♦								
RCVS Registration ⁹	E											♦		

¹Shared computers and high-performance workstations with all software available are provided on campus for students to use on a drop-in basis.

²Students wishing to bring a laptop should have the expectation that it has the following minimum recommended specification (£350+):

- Windows 11 (not 'S')
- 256GB SSD Storage
- 8GB RAM or more
- Intel Core i3 Processor or better
- No older than 3 years.

³Students studying Data Science for Global Agriculture, Food and Environment or Engineering would optionally benefit from a laptop with a higher recommended specification (£600+):

- Windows 11 (not 'S')
- 512GB SSD Storage
- Intel core i5 processor or better
- 8GB RAM (16GB+ is recommended)
- Dedicated Nvidia GTX video card or better
- No older than 2 years.

Students may use a Mac with macOS Ventura (version 13) or above. The University does provide licenses at no cost for the Microsoft 365 suite of software (Word, Excel, PowerPoint etc), supporting both macOS and Windows. Some specialist software is available for installation on students' computers. However, not all is available for macOS. The University does not recommend Chromebooks.

⁴For any course that requires students to attend field trips and for students who use the University's large animal/equine facilities as part of their course. Wellingtons and waterproofs are not essential for Veterinary Nursing (apart from those studying large animals/equine modules) and those using the farm sign-up sessions.

⁵The 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. Automotive Engineering students will require a boiler suit, with a laboratory coat an optional extra.

⁶Only required for science-based courses.

⁷Where appropriate students on Agriculture courses will need to meet the cost of one night's accommodation and subsistence, not expected to exceed £100.

⁸BSc (Hons) Wildlife Conservation & Ecology and BSc (Hons) Environmental Management & Sustainability

- Three required residential UK field courses £60 each
- One required residential EU field course £500
- One optional residential 'International' field course £2500

FdSc Countryside Management

- Two required residential UK field course £60
- One required residential EU field course £500

FdSc Countryside Management Top-up

- One required residential UK field course £60
- One optional residential 'International' field course £2500

⁹RCVS Registration

- Veterinary Nursing students will be expected to enrol with the RCVS as a Student Veterinary Nurse in the first term of study. The fee from August 2023 will be £210. Updated prices can be found at (rcvs.org.uk) /how-we-work/fees
- Upon completion of BSc/BSc (Hons) Veterinary Nursing courses, students eligible to apply to join the RCVS Register of Veterinary Nurses will need to pay the registration fee. The fee from November 2023 will be £141. Updated prices can be found at (rcvs.org.uk) /how-we-work/fees.

7.1. Reassessment, repeat study and restudy

7.1.1. 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.

7.1.2. 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 1-2, and is dependent on the student's year of entry and residential fee status.

7.1.3. 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.

7.2. 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.

7.3. 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)
- 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)
- Copy of Student Results Profile (via email) £0 (for awards made after 2006)

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](https://www.open.ac.uk/about/validation-partnerships/awards-and-aftercare/cnaa-students): <https://www.open.ac.uk/about/validation-partnerships/awards-and-aftercare/cnaa-students>
- [For EdeXCEL](https://qualifications.pearson.com/en/qualifications.html): <https://qualifications.pearson.com/en/qualifications.html>

If the board no longer exists, you may find the following resource useful to get [a replacement certificate](https://www.gov.uk/replacement-exam-certificate/if-your-old-exam-board-no-longer-exists): <https://www.gov.uk/replacement-exam-certificate/if-your-old-exam-board-no-longer-exists>

Finally, if you are unsure of who awarded your qualification, please contact the Exams Office (see 'Contacts', page 15) 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.

7.4. 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. HASU is a registered charity and not for profit organisation (Charity No. #1157391) and all income generated by the SU is directly reinvested back into the services it provides. 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](http://www.harpersu.com/) <http://www.harpersu.com/>. 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 15).

7.5. 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.

The University reserves the right to review its policy with regard to charging guests each year. The detailed arrangements and charges associated with attending graduation are published annually on the graduation web page.

8. 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
+44 1952 815000
- **Course-specific costs**
Contact details for the relevant Course Manager / Course Tutor are available via the Harper Adams University website
- **Invoicing and payment** of all fees and charges
studentinvoicing@harper-adams.ac.uk
+44 1952 815214
- **Project costs for PhD students**
pgroffice@harper-adams.ac.uk
+44 1952 815075
- **Vice Chancellor's Fee Waiver** and **Associate Study**
pgsupport@harper-adams.ac.uk
+44 1952 815000
- **Scholarship opportunities** for students
developmenttrust@harper-adams.ac.uk
+44 1952 815095
- **Support with your Student Loan** account
studentrecords@harper-adams.ac.uk
+44 1952 815320
- **Accommodation** queries
accommodationoffice@harper-adams.ac.uk
+44 1952 815286
- **Money management** advice and access to **student hardship funds**
StudentServices@harper-adams.ac.uk
+44 1952 815396
- **Duplicate certificates** and other documents outlined on page 17
ExamsOffice@harper-adams.ac.uk
+44 1952 815372
- **Students' Union**
StudentsUnion@harper-adams.ac.uk
+44 1952 815313

The information held within this edition of the brochure was correct at the time of publication. Harper Adams University website holds the most up to date version on the [Key Information Page](#).

Policy information

Date of last review	July 2023
Individual policy owner(s)	Chief Financial Officer, and Pro Vice-Chancellor Education and Students
Collective oversight	Board of Governors
Approval date	July 2023
Equality Impact Assessment approval date	July 2023
Date of next review	January 2024
Date and description of any minor amendments made:	