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Achieving sustainable economic and social impact through high quality responsive education and training, we are;

- Partnered by employers;
- Defined by our communities;
- Enriched by our staff;
- Inspired by individual success.

## 1. Introduction

Hertford Regional College (the college) annually charges fees for the courses it offers to students. Tuition fees are charged at a set annual rate for full time students and at a variable rate for part time students depending upon the number of credits or modules being studied. Tuition fees are set at the start of a course but may be subject to annual increases in line with inflation.

The Department for Business Innovation and Skills (“**BIS**”) sets the maximum tuition fee chargeable for full time Home and EU undergraduate students. The college sets all other fees.

Tuition Fee levels may differ from programme to programme. Module fees include all compulsory elements needed for students to meet learning outcomes. In some courses, optional additional costs may be incurred (e.g. field trips, materials, professional body membership). Information about these additional costs can be requested before the start of the course.

**Students retain ultimate responsibility for the payment of their fees.**

## 2. Definitions

Tuition fees and the financial support available are based on whether a student is classed as a UK student, European Union (EU) student, or International student.

Tuition fees and the financial support available are based on whether a student is classed as a new or continuing student. For these purposes, the following definitions apply:

## **New student**

- A student who starts a new course at the college in the current academic year.
- A student who is continuing the same course at the college following an authorised break from study of more than two years.
- A student changing their mode of study (e.g. from full-time to part-time).

## **Other definitions relating to tuition fees:**

Undergraduate students can be charged either 'Full-time' or 'Part-time' fees depending on how many credits they take.

- The full-time fee will apply to students taking 120 credits in one academic year.
- Full-time students registering on less than 120 credits in an academic year will be charged the appropriate per module fee.
- Part-time students cannot register on more than 90 credits each academic year.  
The tuition fee charged will not exceed 75% of the full-time equivalent fee.

## **Re-sit**

Students who do not pass a module/unit at the first sit will get an automatic re-sit in which they will be reassessed in the component(s) they did not pass known as a Referral. There is no charge for a re-sit taken within the current academic year.

## **Repeat Study**

Repeat study is another opportunity to study the whole module/unit and includes a sit and a resit. This is usually when a student has failed a module/unit and has to either re-sit the module/unit or substitute another module/unit to be able to achieve sufficient credits to achieve the award. Repeat study is charged at full module rate (£770.60).

## **3. Student fee liability**

Students become liable to pay fees from the official start date of their course.

Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.

Students not applying for support from funding bodies such as Student Finance are required to make arrangements for the payment of their fees to complete their registration.

Students that have funding applications rejected by Student Finance after they have started their course will be liable to pay their own tuition fees.

Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their course. In these cases, the college will retain the tuition fee loan for the period up to and including the transfer.

Tuition fees will not be reduced for students who start their course late.

Please see section 5 for fee liability for students withdrawing from a programme.

## 4. Fee Payment Home and EU Students

UK/EU students on a designated undergraduate programme may be eligible for a tuition fee loan from Student Finance. Students are responsible for entering the correct course and fee information when applying for support. Applications for support must be made in a timely manner. Where appropriate, students should ensure that they submit their Notification of Entitlement letter at registration.

Full or partial contribution to fees can be paid by one or more of the methods below:

- By instalment by standing order
- By credit / debit card
- By cheque (make payable to 'Hertford Regional College' and write the student name, student number and course on the reverse)
- By providing a sponsor's letter to enable the college to invoice a sponsor. Students will be liable for their fee until this has been received.

If arrangements to pay tuition fees are not made by the student at the point of enrolment, the college make every effort to remind students that fees are due by e-mail. However, these are reminders only and students are contractually responsible for paying fees on time whether e-mails are received or not. If a student fails to make arrangements to pay the fees during the registration period, they can be withdrawn from their programme of study or other sanctions may be applied.

Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student. See section 6 for further information.

Please note, the college reserves the right to refuse or reject any financial transaction where the payment origin cannot be identified or confirmed, students will remain liable for their tuition fees.

## 5. Withdrawals and Refunds

Students wishing to temporarily suspend or withdraw from their studies before completion must inform the college in writing (unless they have been withdrawn by an Award Board for reasons of academic failure). Only when this official notification has been received will the withdrawal be processed and college records amended.

The official withdrawal date will be recorded as the last date of attendance (or the date on which the Award Board reached its decision or the date on which the withdrawal is sanctioned/approved by a programme manager provided that this date is clearly communicated).

Upon receipt of a written notification to withdraw the fee liability will be as follows:

Student withdraws or transfers during:

**Term 1** (from the first day of term 1 but before the start of term 2)  
A student will be liable for **25% of full annual fees.**

**Term 2** (from the first day of term 2 but before the start of term 3)  
A student will be liable for **50% of full annual fees.**

**Term 3** (from the first day of term 3)  
A student will be liable for **Full annual fee.**

The college will administer the refund of any fees for students who have chosen to take a Student Loans Company tuition fee loan to finance the cost of their fees. All other refunds will where possible be refunded using the original method of payment.

Please see the college's Withdrawal Policy for Higher Education.

## 6. Sanctions for Non-Payment of Fees and other Monies

Students retain ultimate responsibility for the payment of their fees and all other monies owing to the college regardless of sponsorship agreements.

The college will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees, or any other monies owing, it is essential that the student contacts the college as soon as possible to discuss any alternatives.

Should a student fail to make arrangements to pay tuition fees by the last calendar day of the month following the official course start date, the following sanctions will be applied:

- Withdrawal of library borrowing rights
- Withdrawal of student IT rights
- Disablement of student ID card and any access privileges
- Withdrawal of the student from their programme of study.

Please note even if you are withdrawn from the programme and no longer a student, you will still need to pay the outstanding fee liability.

Additionally students with outstanding debt at the end of the academic year or from the previous academic year will:

- Not be permitted to re-register;
- Not be issued with module results;
- Not be issued with a final award certificate;
- Not be permitted to attend the graduation ceremony;
- Not be issued with any academic references.

Until all outstanding fees and any other outstanding monies relating to studies have been paid. Should payment be received within a reasonable time-scale, and providing that the student has not missed any substantial or critical elements of the programme they may be permitted to resume studies.

The college will refer unpaid accounts to legal debt recovery and/or external agencies to pursue payment. A charge of £300 will be added to the account when such a transfer is made. In addition, the college may exclude debtors from its premises and seek recovery through the courts.

## **7. Fee Appeals**

Individual officers of the college are not permitted to vary or waive fees. Students who disagree with the college's fee charging policy or who contest their fee liability should follow the college's written complaints procedure along with supporting evidence/documentation.

## **8. Fee**

Annual course fees for HN courses delivered at HRC are currently set at £6165. Please see website for detailed fee information regarding a specific course.