

# **Student Fees and Charges 2018/19**



**Harper Adams  
University**

SEPTEMBER 2018

# Introduction

The Fees and Charges Brochure sets out the approved tuition fees to be paid by new and continuing students in 2018/19. 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 on tuition fees applied by the government. You should, therefore, budget for modest increases. We anticipate that any increase will be supported by the Government's student financial support system for regulated courses.

The Fees and Charges Brochure also includes details on approved on-campus accommodation prices for 2018/19 and also any additional fees that might be incurred. An indication of other course-based study costs is also included to help you plan your personal expenditure.

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# Making your Payments

All students are personally liable for the payment of all charges relating to their time at the University. This includes tuition fees, accommodation and other course and activity related costs. If you have made arrangements for any of these to be paid by a third party, such as Student Finance, by employer sponsorship or payment by a parent/guardian, you must ensure that this is in place in time for the payments to be made. If this payment fails to be made, you will be required to pay yourself.

At the beginning of the academic year, an invoice will be issued detailing your Tuition Fees and Accommodation Charges, where applicable, for the entire year and when these are due for payment. For those with a support package from Student Finance, tuition fees are normally paid directly to the University, whereas accommodation and other charges are paid by the student, using any maintenance loan which is paid directly to the student at the start of each term.

Students requiring a Tier 4 visa will be required to pay a tuition fee deposit in advance of arrival, unless they have financial sponsorship.

Tuition fees for full time students are due for payment no later than 14 days from the date of the invoice, unless an instalment plan is agreed. The Finance Office needs to be advised as soon as possible if you have applied for a Tuition Fee Loan through Student Finance so records can be updated. Payment can be made online at [www.harper-adams.ac.uk/epayments](http://www.harper-adams.ac.uk/epayments)

Tuition fees and accommodation fees can be paid in three termly instalments (12<sup>th</sup> October 2018, 18<sup>th</sup> January 2019 and 3<sup>rd</sup> May 2019) by accessing our payment gateway: [www.harper-adams.ac.uk/epayments](http://www.harper-adams.ac.uk/epayments) and selecting your fees be paid 'by instalment'.



## Financial Assistance

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Undergraduate students who are Home/EU and who are new to Higher Education will be able to access help for their course through Student Finance. If you apply for a tuition fee loan, this will be paid directly to the University on your behalf. Further information is available at [www.harper-adams.ac.uk/apply/finance/](http://www.harper-adams.ac.uk/apply/finance/).

Postgraduate loans for students on Master's Degrees were introduced by the Government in 2016/17 for students from England and the EU. Eligibility was extended in 2017/18 to students from Wales, Northern Ireland and Scotland. Further information is available at [www.harper-adams.ac.uk/apply/finance/postgraduate/](http://www.harper-adams.ac.uk/apply/finance/postgraduate/).

Loans for PhD students are available for students from England and Wales, as well as EU students studying in England, from the 2018/19 academic year. Northern Ireland are considering plans for a PhD loan. The loan is intended to be a contribution to the cost of the qualification, whether for tuition, maintenance or any other costs associated with study. Further information is available at [www.harper-adams.ac.uk/apply/finance/phd.cfm/](http://www.harper-adams.ac.uk/apply/finance/phd.cfm/).

Students not eligible for tuition fee loans must make their own arrangements to pay their fees. This could be in the form of financial sponsorship or through a Professional Development Loan, 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.

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, whilst the Success Scholarships for under-represented groups are awarded prior to enrolment. At the time of writing, 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 University's [Undergraduate Finance webpages](#).

# Tuition Fees 2018/19

The fees detailed below in Tables 1 – 3 are for one year of full-time equivalent year of study. Students are liable for tuition fees for each year of their course. 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 on tuition fees applied by the government.

## Undergraduate Programmes

Table 1 sets out the fees payable by new, full-time entrants in 2018/19. Table 2 sets out the fees payable by full-time continuing students who enrolled in or before 2017/18.

**Table 1: Full-time Undergraduate Tuition and Placement Fees 2018/19 for New Entrants in 2018/19**

Tuition Fee Status	Type of Course		New entrants 2018/19
UK / EU, Isle of Man and Channel Isles Students	Integrated (Undergraduate) Master's Degree / Honours Degree / Ordinary Degree / Top Up Degree~/ Foundation Degree / Extended Foundation Degree	On campus	£9,250
		Sandwich period +	£1,850
Non-EU Overseas Students	Integrated (Undergraduate) Master's Degree / Honours Degree / Ordinary Degree / Foundation Degree# / Top Up Degree~/ Extended Foundation Degree#	On campus	£10,400
		Sandwich period+	£3,150

~ **Top Up Degree** – All Top-Up Degree students, including students who have previously undertaken study at Harper Adams University, are considered to be new entrants for fee liability purposes.

+ **Placement Support and Sandwich Period Fee** All students undertake a mandatory placement period 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 in-person visits; 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 Visiting 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](mailto:placement@harper-adams.ac.uk).

### # Visa Sponsorship for Qualifications Lower than Level 6

Non-EU students requiring a Tier 4 visa are ineligible for these courses 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.

**Table 2: Full-time Undergraduate Tuition and Placement Fees for Continuing Students Studying in 2018/19**

Tuition Fee Status	Type of Course		2017/18 entrants	2016/17 entrants	2014/15 and 2015/16 entrants	2013/14 entrants
UK, EU, Isle of Man and Channel Isle Students	Integrated (Undergraduate) Master's Degree / Honours Degree / Ordinary Degree / Foundation Degree / Extended Foundation Degree	On campus	£9,250	£9,000	£9,000	£9,000
		Sandwich period <sup>+</sup>	£1,850	£1,800	£1,800	£500
	RCVS Advanced Diploma in Veterinary Nursing / Harper Adams part-time, blending learning awards: Diploma of Higher Education/Ordinary Degree <sup>x</sup>		£5,650	£5,625	£5,000	£5,000
	RCVS Honours Degree with advanced standing <sup>x</sup>		£10,044	£10,000	£10,000	£10,000
Non- EU Overseas Students	Integrated (Undergraduate) Master's Degree / Honours Degree	On campus	£10,400	£10,200	£10,000	£9,900
		Sandwich period <sup>+</sup>	£3,100	£3,100	£3,000	£1,600
	Foundation Degree <sup>#</sup> / Extended Foundation Degree <sup>#</sup>	On campus	£10,400	£10,200	£10,000	£9,900
		Sandwich period <sup>+</sup>	£3,100	£3,100	£3,000	£1,800

<sup>+</sup> # See page 3 for explanatory text

**x 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 which is spread over more than one year. Students on the RCVS Advanced Diploma in Veterinary Nursing course, will study 135 credits. Students on the RCVS Honours Degree with advanced standing course, 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.

### Undergraduate part-time study of full-time course fee basis 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) award cost shown in Tables 1 – 2. 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 on tuition fees 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, using the Contacts on page 17.

## Postgraduate Programmes

Table 3 sets out the fees payable by new full-time entrants and continuing students in 2018/19. The University reserves the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X). You should, therefore, budget for this.

### Taught Postgraduate part-time study fee basis calculation

In 2018/19, the total cost of the full award for part-time study of a postgraduate course is the same as the full-time award cost shown in Table 3. We offer a payment option to spread the cost of study over the part-time study period, broadly in line with the volume of study undertaken.

The fee for research project supervision within a taught programme, undertaken on a part-time basis, is the difference between the relevant PgD and MSc full-time course fees as shown in Table 3 and ranges from £1,500 to £2,800.

For example, a student studying towards an MSc Entomology award incurs a total tuition fee of £8,700 and would be charged, on a part-time basis, as follows:

- The fee for supervision and assessment of the major research project is £2,800 (being the difference between the fee for the MSc at £8,700 and the cost of the PgD at £5,900). This fee is due the year in which the major research project commences.
- The fee for studying any taught module is £738 (based on £5,900 divided by eight) for each 15 credit module (regardless which module is being studied). This fee is due within 14 days of attending the taught module.

Further information can be obtained from the Finance office, using the Contacts on page 17.

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

### Taught Postgraduate Associate Study

We provide a limited provision, on application, for individuals to undertake the study of individual modules without the intention of achieving a recognised award, as an Associate student. Where study as an Associate student is permissible, subject to the availability of places, once students enrolled on awards are placed, the tuition fee for Home and EU students is £1,200 for each 15 credit module, or pro-rata for modules of a different volume, with the exception of modules from the Land, Farm and Agri-Business department, for which the fee is £700 for each 15 credit module, or pro-rata for modules of a different volume. All major research project fees for Home and EU students are £4,000 for each 60 credit module, or pro-rata, whichever department is responsible for supervision and assessment. Fees for overseas students are set at £2,000 for each 15 credit module, irrespective of the module, or pro-rata for modules of a different volume, with the exception of those from the Land, Farm and Agri-Business department, for which the fee is £1,200 for each 15 credit module, or pro-rata for modules of a different volume. All major research project fees for students liable for overseas fees are £8,000 for each 60 credit module, or pro-rata, whichever department is responsible for supervision and assessment.

Please contact [postgraduate@harper-adams.ac.uk](mailto:postgraduate@harper-adams.ac.uk) for further information regarding availability.

### MPhil/PhD fees

The MPhil/PhD fees apply for each year of the registration period, except that after the normal registration period (three years full-time PhD, five years part-time PhD, two years full-time MPhil, four years part-time MPhil) if the student (using form SM15) and the Director of Studies (using form SM15A) have both confirmed the date of transfer to writing-up status, then a writing-up fee of £42 for each month will be charged until the date of thesis submission.

Students conducting all their research and receiving substantial day-to-day supervision at a collaborating organisation will be charged 50% of the tuition fee and 50% of the writing-up fee and will not be charged a bench fee. The student or collaborating organisation will be responsible for any project costs (e.g. consumables, student travel, conference fees etc).

**Table 3: Full-time Postgraduate and Research Tuition Fees: New Entrants and Continuing Students in 2018/19**

	2018/19 entrants UK and EU students plus Isle of Man and Channel Isles		2018/19 entrants Non- EU students
MSc awards, <u>excluding</u> Vet Physiotherapy and Applied Ecology Suite* (180 credits) <sup>12</sup>	£8,000		£12,650
MProf REALM (180 credit award) <sup>1</sup>	£8,000		£12,650
MSc Veterinary Physiotherapy (180 credits) <sup>12</sup>	£10,700		£18,100
MSc Applied Ecology Suite* (180 credits) <sup>12</sup>	£8,700		£13,350
MSc Automotive Engineering (Off-Highway) and Agricultural Engineering (Mobile Machinery) x <sup>12</sup>	On campus	£8,000	£12,650
	Placement	£1,900	£3,150
PgD awards <u>excluding</u> Vet Physiotherapy, Applied Ecology Suite*	£5,500		£11,050
PgD Veterinary Physiotherapy (120 credits) <sup>1</sup>	£9,000		£16,000
PgD Applied Ecology Suite* (120 credits) <sup>1</sup>	£5,900		£11,650
PgC awards <u>excluding</u> the Applied Ecology Suite* (60 credits) <sup>1</sup>	£2,800		£5,550
PgC Applied Ecology* Suite (60 credits) <sup>1</sup>	£3,000		£5,850
MRes Natural Science and Engineering (180 credits) + ~	£8,000		£12,650
MRes Social Science (180 credits) + ^	£5,800		£10,450
MPhil/PhD Natural Science and Engineering (full-time) <	£12,900		£17,300
MPhil/PhD Social Science (full-time) +	£7,600		£10,850
MPhil/PhD submission by published works (restricted eligibility)	£1,900		£1,850

<sup>1</sup> see point 1 of the Discretionary Awards for 2018/19 Entrants on Taught Postgraduate Awards section (page 7).

<sup>2</sup> see point 2 of the Discretionary Awards for 2018/19 Entrants on Taught Postgraduate Awards section (page 7).

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

+ A bench fee is charged for some students' programme of studies, in addition to the tuition fees quoted above in Table 3, to cover additional expenses associated with a specific study programme. The level of the bench fee is determined by the additional expenses which are anticipated and should be confirmed with the Major Project Supervisor, where applicable.

~ The MRes Natural Science and Engineering (180 credits) suite of courses includes courses related to Agriculture, Animals, Countryside, Food and Engineering.

^ The MRes Social Science (180 credits) suite of courses includes courses related to Business and Land Management.

< Includes bench fees.

x At the time of writing, these awards were not available to students requiring Tier 4 visa sponsorship.

### **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 £200 on top of the fees published above will be charged in advance. Should the proposals be rejected, the fee will be refunded.

### **Discretionary Awards for 2018/19 Entrants on Taught Postgraduate Awards**

1. **Alumni Award:** 10% fee waiver for Harper Adams' alumni, irrespective of year of graduation from first degree, mode of study or award. 10% discounted off each invoice on application.
2. **Vice Chancellor's Fee Waiver Award:** 100% fee waiver for those full-time Undergraduates who achieved a First Class Honours Degree from Harper Adams University in 2017/18, for Postgraduate study entry in 2018/19, for MSc awards only. Studies by Negotiation 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, payment of £1,000 deposit), repayable on satisfactory completion of the course and submission of course application by the deadline of **27<sup>th</sup> July 2018**. Entry cannot be deferred (other than for those Veterinary Nurses who are required to complete a post-graduation period of work experience as a condition of entry, who may be permitted to defer entry until 2019/20) and subject to course availability. Any study required beyond 2018/19, otherwise, is ineligible for this discretionary award.

# Accommodation Charges 2018/19

Table 4 sets out the 2018/19 accommodation charges.

**Table 4 Board and Residence Charges 2018/19  
Hall of Residence and University Houses**

Room Type	Hall	Catered * (Mon-Fri, term-time only)	Annual Charge (UG 36 week let)	Annual Charge (42 week let)
Catered En-suite (single room) *	Harris Gloucester	Yes	£6,000	n/a
Catered Standard (single room, wash basin & shared facilities) *	Boughey Bradford Ward	Yes	£5,250	n/a
Catered Single – Uni Houses (shared facilities) *	Uni Houses: Flatt Road, Newtown, Poultry Drive	Yes	£4,831	n/a
Catered Standard Shared (shared room, wash basin & shared facilities) *	Bradford (limited number)	Yes	£4,136	n/a
Catered Shared – Uni Houses (shared facilities) *	Uni Houses: Flatt Road, Newtown, Poultry Drive	Yes	£3,745	n/a
Self-Catered En-suite ( single room, self-service laundry)	Courtside Halls: Princess Royal, Leverhulme & Jerman	No	£4,252	£4,868
Self-Catered En-suite (single room)	Pitchside Halls: Darwin, Darby, Jebb & Silcock	No	£4,552	£5,234
Self-Catered Single – Uni Houses (shared facilities)	Uni Houses: Flatt Road, Newtown, Poultry Drive	No	n/a	£3,630
Self-Catered Shared – Uni Houses (shared facilities)	Uni Houses: Flatt Road, Newtown, Poultry Drive	No	n/a	£2,823

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

Hall charges include a weekly laundry (with the exception of the Courtside Halls which have their own 'pay as you go' laundrette) and a regular cleaning service of communal areas and personal rooms (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.

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

All accommodation fees are based on a 36 week agreement for undergraduate students, and 42 weeks for postgraduate students and those on International programmes. Undergraduate students pay for accommodation during term time only plus the Christmas vacation, which means students can leave all their belongings in their room during the Christmas break. Prices have been calculated to reflect the provision of services (e.g. meals for catered students, cleaning and laundry as appropriate) on a term time only basis. Please note that the majority of residents on a 36 week contract will be requested to vacate their room, in full, for the Easter vacation so that the Halls of Residence can be used for conference guests and scheduled maintenance work. Storage space and alternative accommodation can normally be provided, in liaison with Student Services, for those who request it in advance. 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, must be made at the earliest opportunity.

## **Financial Liability for 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 for fees are as follows:

Fees:	Up to and including 5 <sup>th</sup> October 2018 – no liability
	6 <sup>th</sup> October 2018 –14 <sup>th</sup> January 2019 – 25% liability
	15 <sup>th</sup> January 2019 –29 <sup>th</sup> April 2019 – 50% liability
	30 <sup>th</sup> April 2019 – 5 <sup>th</sup> July 2019 (end of academic year) – 100% liability

## **Financial Liability for postgraduate students who withdraw from their studies**

Should you leave the University prematurely, you will be liable for the costs of modules studied (regardless of whether you have submitted any work for assessment).

## **Financial Liability for research students who withdraw from their studies**

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

## **Financial Liability for 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. If you have paid in advance for tuition fees and accommodation, you may be eligible for a refund, in line with liability dates.

You will be charged in line with the liability points as for withdrawing students (above) for both tuition and on-site accommodation fees. It is important that you pay attention to the dates, particularly if you are postponing near the end of a term.

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 which you completed in full before your postponement. All assessment components of partially completed modules are disregarded. You will be required to pay tuition fees for that year. Please refer to the *Guidance for Students Thinking about Postponing their Studies* (on the University's [Key Information](#) pages) which provides details on the availability of discretionary, partial fee waivers, where the reason for postponement was outside the control of the student. At the point of postponement, students are advised to contact the Finance Office to determine whether they will qualify for any partial tuition fee waiver on their return to study, at the discretion of either the Director of Finance or Director of Academic Services, or their nominees. If you return to a different course, you will be required to pay the full tuition fee regardless of any pre-agreed waiver, which would only be applied to the original course of study.

If you are returning to on-site accommodation, you will be required to pay the full charges for the time that you are resident.

## **Accommodation**

Should you leave the University prematurely, you will still be liable for accommodation charges as stated below, unless otherwise stated in your accommodation agreement:

Accommodation:	26 <sup>th</sup> September 2018 –14 <sup>th</sup> December 2018- first term charge
	15 <sup>th</sup> December 2018 – 14 <sup>th</sup> January 2019 – first term and Christmas period charge
	15 <sup>th</sup> January 2019 – 5 <sup>th</sup> July 2019 (end of academic year) – full charge whole tenancy

# Additional Charges 2018/19

## All Students

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### Undergraduate and Postgraduate Re-assessment Fees

**£100/£40**

The cost of resitting the assessment of a module, 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, with the exception of Academic Development, Introductory Research Methods and Personal Development, for which the reassessment fee is £40 each. Please note that the Student Loan Company will not cover these fees and the student will be liable to pay these directly to the university.

### Specific Veterinary Nursing and Veterinary Physiotherapy reassessment fees

Undergraduate Veterinary Physiotherapy Course Objective Structured Practical Examination (Practical Competency Tests) - £100 per reassessment attempt (maximum attempts permitted is 2). Undergraduate / Postgraduate Veterinary Nursing Modules - Accreditations Fails (AF) - £100 per AF attempt – maximum charge for AF's at one assessment period is £200. Assessment regulations specify the limits on attempts.

### Undergraduate and Postgraduate Repeat Study Fees

**Refer to Tables 1- 3**

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.

### Undergraduate Restudy Administration Fee

**£430/£150**

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, with the exception of Academic Development, Personal Development and Introductory Research Methods, for which the restudy administration fee is £150 for each. Please note that the Student Loan Company 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.

### 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 tuition fee.

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

### 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 £0 (confirmation via email)  
confirming award details

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: <http://www.open.ac.uk/cicp/main/validation/awards-and-aftercare/cnaa-pro-forma-verification/about-cnaa>

For EdeXCEL: <https://qualifications.pearson.com/en/qualifications.html>

If the board no longer exists, you may find the following resource useful: <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 [ExamsOffice@harper-adams.ac.uk](mailto:ExamsOffice@harper-adams.ac.uk) who will attempt to assist in providing this information. Please note that as of the 25<sup>th</sup> 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.

## **Students' Union Social Fee 2018/19**

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A fee for the use of the Students' Union social facilities is payable at any time throughout the academic year. By paying the SU social fee, students are entitled to free entry to the vast majority of the events in the Main Bar and tickets to any chargeable events will be available at a subsidised price (non-social fee holders pay a higher ticket price).

Membership of clubs and societies may incur additional costs. These can be signed up for at the Freshers' Fair once a student is registered with the University.

Any questions should be referred directly to the Students' Union or go to <http://www.harpersu.com/>

## **Graduation**

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There are costs associated with participating in the Graduation ceremony which students need to bear in mind. This includes gown hire at around £45, which is a requirement for participation. The University is reviewing the charge applied to graduands and their guests for participation in Graduation ceremonies. Approved charges will be notified to students through the Graduation event webpages at least six months beforehand.

If a student does not 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.

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## Course-related costs for undergraduate courses

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In addition to the published tuition fees, students should also bear in mind that there may be additional costs which they need to consider as part of their 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.

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

Students may find that having a Wi-Fi enabled device, such as a tablet, laptop, or in some cases a smartphone, will reduce their printing costs by having information more readily to hand.

Students wishing to undertake overseas placements are advised that these placements are usually expected to be sourced and supported via an approved agent, which will incur additional costs. Students considering such a placement also need to consider the costs associated with visa applications, travel costs and travel insurance.

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

### 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
- 1 white laboratory coat
- Boiler suit
- 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 £150 and £250 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 around £350 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 is able to offer a limited number of places for the above courses as well as other courses at a subsidised rate (approx. 50%) via the Land Based Skills Programme which runs outside the academic curriculum.

For students wishing to undertake overseas placements, the University usually recommends the use of an agent for farm placements in the US, Australia and New Zealand but is able to offer alternatives on a case-by-case basis. 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.

### 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 (only 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 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 £140 (in 2018). For more information see [www.amtra.org.uk](http://www.amtra.org.uk)

## **Applied Biology and 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
- 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 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. The year 4 module 'Environment and Geography Field Course' is delivered as a compulsory residential one week field course for all students and requires a student contribution of £50 towards the cost of the trip.

## **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 £39, Level 3 Supervising Food Safety, costing £41 and Level 2 Food Safety for Manufacturing costing £17. These costs may be subject to a slight increase in 2018/19. 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.

## **Business Students**

Students studying Agri-Food Marketing with Business and Agri-Business courses are required to purchase some sundry items which will incur an additional nominal cost, these include:

- 1 pair of Wellington boots
- 1 white laboratory coat (Agri-Business students may prefer to hire rather than buy due to the infrequency of use)
- Boiler suit
- Students on the Business Management with Marketing programme may have some minimal costs to incur for the module Creativity and Enterprise. This is expected to be about £20.

Students studying within the Business suite may wish to take extra courses, including a Hygiene and Food Safety Level 2 certificate, which is a one day course costing approximately £30. Students also have the option to register for the Chartered Management Institute Level 5 Certificate and the Chartered Institute of Marketing, the fees for these professional bodies are around £200. There will also be a range of 1 day courses delivered by outside professionals on topics which may include topics such as digital marketing, sales and sketch-noting, these are optional and will vary in price but will not be more than £50 each per day. There may be an opportunity for an overseas study visit to Holland for those studying the module International Agri-Business, this will be at a cost of approximately £300.

## Countryside, Environment, Wildlife and Geography Students

Students studying Countryside, Environment, 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
- 1 white laboratory coat
- Boiler suit
- 1 pair steel toecap safety boots (British Standard approved)
- Scientific calculator

As part of the Introduction to Ecology module in year 1 Countryside, Environment 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.

As part of the module "Practical Geography Skills 1 (field trip)" in year 1, Geography and Environmental Management 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.

As part of the year 2 module "Practical Geography Skills 2 (European Field Trip)", Geography and Environmental Management students are required to participate in a compulsory European field trip, which contains field assessments. A student contribution between £200– £250 is required towards the cost of the trip.

The year 4 modules "Environmental Project – Field Course" and "Environment and Geography Field Course" are delivered as a compulsory residential one week field course for all Countryside, Environment, Wildlife and Geography Students and require a student contribution of £50 towards the cost of the trip.

Due to the course Accreditation from the Chartered Institute of Ecology and Environmental Management (CIEEM), students on the BSc (Hons) Countryside and Environmental Management and BSc (Hons) Wildlife Conservation and Environmental Management course can, if they wish, register for accredited student membership at a cost of £10 per year. All other students can, if they wish, register for student membership with CIEEM at a cost of £20 per year.

## 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

Students studying Agricultural Engineering and Product Support Engineering degree programmes will also require 1 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.

Depending on the nature of the projects students decide 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.*

## Extended Foundation Degree Students

Students studying 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')
- 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)

## 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
- 1 white laboratory coat (with pockets) (can be purchased through the course team)
- 1 white food laboratory coat (no pockets) (can be purchased through the course team)
- White safety shoes (can be purchased through the course team)
- Scientific calculator

For the second year, students enrolled on the module Food Product Development and Sensory Evaluation in Supply Chains will work in small groups to prepare and deliver a New Product Development project. This may require students to pay for ingredients that we would not usually have in stock. All stock items are not paid for by the students and students will be made aware of what is in stock at the start of the project to allow them to plan accordingly.

The same applies to students enrolled on Food Creativity, Styling and Photography. In that module, students will be using materials and props for the purpose of their assessment. Materials and props in stock will be provided for the students, however, should students desire to use specific material/props which not available they have to bear in mind that the cost will occur at their own personal expense.

A trip to the University of HAS in Holland is usually organised for Food students to attend the Food Innovation Week promoted by the university. That might be a trip for you to consider. Despite all the efforts to make the cost of the trip the lowest possible, should you be interested in taking part, you will be asked to contribute to cover the expenses regarding transportation, accommodation and food during the short stay in Holland. The cost for the trip will be around £300 and will include transport, accommodation and some food costs. Additional spending money will be required.

Students on Food courses also have the opportunity to take additional training courses such as the one organised by the Chartered Institute of Environmental Health. These are offered as part of extra activities during the duration of their degree and include 'Level 3 Hazard Analysis and Critical Control Point (HACCP) for Manufacturing', costing £90, 'Foundation Food Safety', costing £20, and 'Intermediate Food Safety', costing £90. These costs may be subject to a slight increase in 2018/19. 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, is £21 per year.

## Students on 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 £39, Level 3 Supervising Food Safety, costing £41 and Level 2 Food Safety for Manufacturing costing £17. These costs may be subject to a slight increase in 2018/19. 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.

## 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)

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.*

## **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)
- 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 £140 (in 2018). For more information see [www.amtra.org.uk](http://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 in 2018 is from £40. You should also ensure that you budget for potential transport and accommodation costs during your placement periods.

## **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
- 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 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 £140 (in 2018). For more information see [www.amtra.org.uk](http://www.amtra.org.uk)

## **Course related costs for postgraduate courses**

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

If you are on any course that requires you to be in the laboratories then a white laboratory coat is essential.

We recommend that all students bring a scientific calculator.

## 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 who are located in the Finance Office (M12) of the Main Building.

It is important 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 sanction policy is in place which is strictly applied to students who are not pro-active in making arrangements. This policy includes provision for withholding results, not permitting enrolment in to subsequent academic sessions and appointing debt collection agencies. This policy is available from the Student Fees and Finance pages on the University website.

The Student Services team is available to offer students advice on money management and can advise students on the application process for a limited number of hardship loans. The Student Financial Support Officer, based in the Registry Office, is also able to provide assistance for students who have problems applying for and accessing support through Student Finance. Both of these services are based in the Faccenda Centre.

## Contacts

If you have any queries relating to anything in this booklet please contact the following:

- Regarding the payment of all fees and charges: Finance Office (Main Building – M13)  
[studentinvoicing@harper-adams.ac.uk](mailto:studentinvoicing@harper-adams.ac.uk) T:01952 815214
- Regarding accommodation queries: Student Services (Faccenda Centre – FF8)  
[accommodationoffice@harper-adams.ac.uk](mailto:accommodationoffice@harper-adams.ac.uk) T: 01952 815286
- Regarding the Student Union fee: Student Union Finance Office (Faccenda Centre – FF5)  
[suenquiries@harper-adams.ac.uk](mailto:suenquiries@harper-adams.ac.uk) T:01952 815313
- Regarding Course Specific Charges: relevant Course Manager/ Course Tutor (contact details available via the Harper Adams website)

If you have any queries regarding Student Finance (grants/loans/scholarships), please contact the Student Financial Support Officer (Registry, Faccenda Centre – FS1)  
Email: [financialsupport@harper-adams.ac.uk](mailto:financialsupport@harper-adams.ac.uk)  
Telephone: 01952 815264

The information held within this edition of the brochure was correct at the time of publication (both electronic and hard copy). The Harper Adams University website holds the most up to date version at <https://www.harper-adams.ac.uk/apply/applicants/key-info.cfm>