

University of Hertfordshire

Fees and Finance Policy

2020/21

(Academic Year – 1st August 2020 to 31st July 2021)

1 INTRODUCTION

The purpose of this document is to outline details of our tuition fee policy for all students studying in the 2020/21 academic year. This policy is updated annually to reflect revisions in institutional policy agreed by the University's Board of Governors and amendments to fee levels. The detailed policy set out in this document is agreed by the University's Fees and Bursary Committee.

The University sets its fees in line with government policies and submits a return each year to the Office for Students (<https://www.officeforstudents.org.uk/>) to help promote fair access to higher education.

Going to university is a big decision and a great investment in your future. It is also a big financial investment, so it is important to be aware of the cost of tuition and other essential rules such as when fees must be paid, or when you might be entitled to a refund.

All students are personally liable for the payment of their fees relating to their studies, unless your offer letter expressly informs you otherwise. If payment is to be made by a third party, i.e. Student Finance England (or an equivalent funding body), employer or other sponsor, or by a parent or guardian, then it is the responsibility of the student to ensure this is arranged before any payments are due.

The University can provide advice and support if things go wrong or if students get into financial difficulties; our contact details and other useful information can be found at the end of this document.

The Hertfordshire Students' Union also provides impartial advice and support to our students regarding financial matters.

References to "University" (and "UH") throughout this document are to the University of Hertfordshire.

Julie Kelly
Academic Registrar
June 2020

Contents

1	INTRODUCTION.....	2
2	FEE INFORMATION.....	6
2.1	Calculating tuition fees	6
2.2	Residential status	6
2.3	Other tuition related costs.....	7
2.4	Fee liability dates	7
2.5	Payment of tuition fees.....	8
2.6	Sanctions for non-payment of tuition fees.....	8
2.7	When tuition fees change	9
2.8	When there is a material change to a course or a course is discontinued	10
2.9	Implications for students who withdraw, defer or suspend their studies.....	10
2.10	Additional information for international students	11
2.10.1	Payment of the Deposit	11
2.10.2	Full payment discount.....	12
2.10.3	Refunds	13
2.10.4	When circumstances change	13
2.10.5	Students studying at Hertfordshire International College (HIC).....	13
2.11	Accredited Prior Learning	13
3	UNDERGRADUATE FEES FOR 2020/21	14
3.1	Full time Home/EU Fees – Standard Courses	14
3.2	Part time Home/EU Fees.....	15
3.3	Full time International Fees – Standard Courses	15
	For all international students studying on standard courses the fees are as follows,	15
3.4	Part time International Fees	16
3.5	Placements/Study abroad.....	16
3.5.1	International Students studying in North America, Australia, Singapore or Mainland Europe	16
3.5.2	Home/EU Students Studying Abroad (not Erasmus)	16
3.5.3	Home/EU studying in Europe (Erasmus Programme).....	16
4	POSTGRADUATE TAUGHT PROGRAMME FEES FOR 2020/21	17
4.1	Full time Home/EU Fees	17
4.2	Part time Home/EU Fees.....	17
4.3	Full time International Fees	18

4.4	Part time International Fees	18
5	NON-STANDARD FEES FOR 2020/21	19
5.1	Non-Standard Preparatory Course Fees	19
5.2	Non-Standard Undergraduate Fees	19
5.3	Non-Standard Postgraduate Fees	20
6	RESEARCH STUDENT FEES FOR 2020/21	22
6.1	Research Fees for research degree schedules	22
	Schedule	23
	Research Degree Award	23
	Full-time Home/EU	23
	Part-time Home/EU	23
	International (based in British Isles)	23
	Full-time International Distance-Based	23
	Part-time International Distance-Based	23
6.2	Bench Fees	25
6.3	International research students based in their home country (distance-based)	25
6.4	Fee Paying Periods for Research Degrees	25
6.5	Fee Paying Periods for Research Degrees	25
6.6	Minimum fees to pay	25
6.7	Fees where the Student Changes Mode of Study during the Year (Full time or part time)	25
6.8	Writing-up fees for former full-time research students (Schedule A only)	25
6.9	Post viva examination fees	<u>2625</u>
6.10	Higher Doctorate	26
6.11	International students studying part-time in the UK	26
7	UH ONLINE FEES FOR 2020/21	26
7.1	Undergraduate Fees	26
7.2	Postgraduate Fees	<u>2726</u>
7.3	Payment of fees for UH Online programmes	<u>2826</u>
7.4	Fee liability and refunds for UH Online students	<u>2826</u>
8	DISCOUNTS, BURSARIES AND SCHOLARSHIPS	<u>2926</u>
8.1	UH Scholarships	<u>2926</u>
8.2	UH Graduate Scholarship	<u>2926</u>
8.2.1	Details	<u>2926</u>
8.2.2	Procedures	<u>2926</u>

9	STAFF MEMBERS - UH, ASSOCIATE COLLEGES AND UH SUBSIDIARIES.....	<u>3026</u>
9.1	UH & UK partner staff	<u>3026</u>
9.2	Fee waiver for children of UH staff	<u>3026</u>
10	ADDITIONAL INFORMATION	<u>3026</u>
10.1	Repeat Students: Examinations and Tuition Fees.....	<u>3026</u>
10.2	Taking a Variable Number of Modules	<u>3026</u>
10.3	Full-Time student taking Additional Modules.....	<u>3126</u>
10.4	Full time student taking fewer than the Standard Number of Modules	<u>3126</u>
10.5	Student Changes Mode of Study (full time or part time) during the Year	<u>3126</u>
10.6	Student wants to “Split” the Year	<u>3226</u>
10.7	Deferred Students.....	<u>3226</u>
10.8	Degree Apprenticeships.....	<u>3226</u>
11	CONTACT DETAILS.....	<u>3326</u>
12	VERSION CONTROL	<u>3326</u>

2 FEE INFORMATION

2.1 Calculating tuition fees

Tuition fees are payable for each year of a student's course. The level of tuition fee payable by a student will depend on:

Residential status; whether a student is a Home/EU or international fee payer, the definition of which can be found at www.ukcisa.org.uk. Students are assessed for Home/EU fees status during the admissions process. The fee status will normally stay with the student for the remainder of their course and is not transferable between individuals.

Course of study; each course has an agreed fee. The University sets its fees annually in line with government policies and guidelines and these are included within this policy. Some courses attract a higher fee and are classified as non-standard in this policy.

Mode of study; part time and UH Online¹ courses attract a different fee which reflects the different way in which these courses are taught.

Attendance; the fee amount a student will pay may be reduced if they withdraw, suspend or defer their studies before the 100% fee liability point. The reduction in the fee will be based on the date of the change in relation to the University liability dates, for which see Section 2.4 below.

Start date; the fee payable will depend on the year that a student starts their studies. The fees quoted in this policy are correct for 2020/21, but please see Section 2.7 below for information about when fees might change for subsequent years.

The fee payable by a student for 2020/21 will be included with their **Offer** (the University's formal offer of a place) and/or the Notification of Fees email sent to students shortly after registration.

2.2 Residential status

The assessment to decide whether a student will be classed as a Home/EU or an international fee payer will depend on numerous factors such as:

- nationality
- immigration status in the UK/EEA*
- where a student has been living
- what the student has been doing for the three years prior to the start of their course

Assessments of fee status are carried out during the admissions process and take into account the circumstances of each applicant. If the University is unable to determine the residential status of an applicant a questionnaire will be sent to the applicant requesting additional information.

¹ UH Online refers to the University courses which at the time of initial application by the student are advertised as being an online course, which means that they are designed to be delivered, taught and assessed via web-based learning. UH Online does not refer to any programme which was intended to be campus based and due to circumstances has been amended to be delivered wholly or partly online.

Once fee status has been assessed it is not usually possible for this to be changed. If a student starts a **new** course, then the fee status will be re-assessed if circumstances have changed since the start of the original course.

* At the point of writing the Government has confirmed that EU students commencing study in 2020/21 will be able to access the same financial arrangements as Home students for the duration of their course.

2.3 Other tuition related costs

The University tries to keep any additional costs to a minimum. However, some courses do attract additional costs for activities such as field trips. Students are advised about any additional costs in the **About your course** factsheet which is sent to all applicants with their **Offer**. This factsheet details these costs and whether they are a mandatory or optional part of the course.

2.4 Fee liability dates

Students (with the exception of UH Online Students – please see Section 7 below) become liable for each year's tuition fees in three **incremental** stages during the course of their year of study. The dates are dependent on the Semester they begin their studies and are outlined below.

Student starting in Semester A	Amount Due
Prior to 5 October 2020	No fee liability
5 October 2020 (or 9 November 2020 for students with a 26/10/20 course start date)	25% of tuition fees
18 January 2021	50% of tuition fees
19 April 2021	100% of tuition fees
Student starting in Semester B	
Prior to 23 February 2021	No fee liability
23 February 2021	25% of tuition fees
3 May 2021	50% of tuition fees
9 August 2021	100% of tuition fees
Student starting in Semester C	
Prior to 7 June 2021	No fee liability
7 June 2021	25% of tuition fees
4 October 2021	50% of tuition fees
3 January 2022	100% of tuition fees

2.5 Payment of tuition fees

Home/EU undergraduate students who are eligible and have applied for a Tuition Fee Loan will have their fees paid directly to the University by the Student Finance England (or an equivalent funding body). For all other students, tuition fees must be paid in line with the liability dates outlined in Section 2.4 above.

Home/EU postgraduate students who are in receipt of a Postgraduate Loan from Student Finance England (or an equivalent funding body) should contact Student Account Management student-finance@herts.ac.uk to discuss payment options.

If an employer or other sponsor is paying the tuition fees the student will need to provide a completed and signed sponsor form prior to or at enrolment. **The student, unless your offer letter expressly informs you otherwise, will be liable for the fees if they do not provide the form or if the sponsor does not pay the fees.** The sponsor form can be found at <http://www.herts.ac.uk/apply/fees-and-funding/sponsored-fees>

Fees can be paid online, by banker's draft, credit card or debit card (GBP sterling). For details of how to pay, <https://www.herts.ac.uk/study/fees-and-funding/payments>

2.6 Sanctions for non-payment of tuition fees

The University provides information, advice and support to students who find themselves in financial difficulty or have had their funding delayed. Further details can be found at <https://ask.herts.ac.uk/financial-support>

Independent advice can also be found from the Hertfordshire Students' Union.

The University encourages any student unable to pay their tuition fees to contact the University's Student Finance team to discuss a payment plan or alternative sources of funding, contact details can be found under Section 11 below.

However, if a student has not paid the applicable instalment of their tuition fees within 28 days of the liability date, or has not made alternative arrangements which are acceptable to the University, the University may (without affecting any other right or remedy available to it) do one or more of the following:-

- (i) withdraw the facilities of StudyNet and Canvas, which will prevent the student from accessing study materials, submitting assignments or registering for award ceremonies
- (ii) withdraw the student from their course
- (iii) bar the student from registering to study in future years
- (iv) bar the student from attending their graduation ceremony
- (v) refuse to provide results or confer a University award
- (vi) not examine research students and require them to leave the research programme

The University may also take more formal steps to recover any unpaid tuition fees, such as engaging a debt collection agency and/or commencing legal proceedings. If it does so, the University reserves the right to require the student to pay, in addition, any costs and expenses (including legal costs)

reasonably incurred by the University in recovering the unpaid sums. The University also reserves the right to charge the student interest on the unpaid sums on a daily basis at an annual interest rate of 2% above the base lending rate of HSBC Bank plc until all outstanding sums and interest are paid.

The University will withhold examination results from students in debt, but may issue such results in non-standard format to enable students to undertake any referred/deferred assessment. The University will not normally bar the student from attending resit examinations, provided that arrangements have been made with Student Finance to pay the fee or other debt.

Any sanctions will be lifted as soon as the student's debt has been cleared in full.

Students who have withdrawn or applied to suspend their studies will still be contacted to pay any outstanding debt. Students will not be entitled to resume their studies or register to study a new course until all outstanding debt has been cleared in full.

Please refer to the University policy and regulations SA13 'Schedule of Sanctions and Penalties' and SA14 'Student Withdrawal Regulations', www.herts.ac.uk/about-us/corporate-governance/uprs

2.7 When tuition fees change

The fees contained in this document are those that have been set for the 2020/21 academic year.

Please note that the fees set for future academic years may be higher. The University will determine fees in accordance with the following:

- Tuition fees are fixed for the duration of the course at the amounts contained in this document and will not therefore be subject to annual increases. Except for,
 - New students, or current students* who start a new course or change their mode of study (full time or part time), the fees for their first academic year will be as published by the University at the relevant time.
- For current students* who remain on the same course and mode of study (part time or full time) there will be no increase in fees.
- The amount that the University is allowed to charge is regulated by the government. At the time of writing, for the 2020/21 academic year, the maximum annual amount for students who started their courses on or after 1 September 2012 is £9,250 for full-time students and £6,935 for part-time students. Please note this excludes accelerated degree courses (See Section 5.2). Changes may be made to tuition fee policy in subsequent years, particularly following governmental changes such as the review of post-18 education.
- Please also note that VAT is not currently charged on tuition fees. If in future the University is required to charge VAT (or some other tax) on tuition fees, this amount will be added to fees in addition to any of the increases referred to above.

** "current student" means a student who is was registered with the University prior to the 2020/21 academic year and is continuing their studies at the University during 2020/21.*

2.8 When there is a material change to a course or a course is discontinued

In accordance with Office for Students' requirements, the University has developed a **Student Protection Plan** <https://www.herts.ac.uk/study/your-offer-package> which aims to minimise the impact on students of any material change or discontinuance of a course.

The University may sometimes make changes to a course, or occasionally even discontinue a course, in the circumstances outlined in its **Key Facts** document (which can be found on its website at <https://www.herts.ac.uk/study/your-offer-package> and which is also sent to students with their **Offer**). The Key Facts document is re-issued every year and, upon re-registration, you agree to accept its terms and conditions. Any material changes will be made clear to you in advance of them taking place.

If a student is not happy with a change to a course (which may include the discontinuation of an individual module), the student may choose to leave the course, in which case the student will need to complete a Withdrawal Form as outlined in Section 2.9 below. The student's fee liability (which may include an entitlement to a partial refund – students are asked to refer to the **Student Refund and Compensation Policy**) will then normally be calculated in the same way as in Section 2.9, i.e. the fee will be based on the date of receipt of the Withdrawal Form in comparison to the fee liability date. However, in the unlikely event of a change (or module discontinuation) that is likely to have a serious adverse effect on the student (for example, by prejudicing their future choice of career), the University will consider their fee liability on a case by case basis.

If a student's course is discontinued before they have completed their course (i.e. so that the student is not "taught out"), and if none of the alternative arrangements offered by the University are acceptable to the student, the University will refund the student's fees for their final year (or part year) of study on the course.

2.9 Implications for students who withdraw, defer or suspend their studies.

Students will be liable for their tuition fees for the entire year of study unless they formally notify the University that they wish to withdraw, defer, or apply for a suspension of their studies.

Withdrawing from a course is a big decision and students are advised to seek as much advice as possible before taking this step, further details can be found at <https://ask.herts.ac.uk/withdrawing-from-university>. International students should also see Section 2.10.4 below.

The fee liability will be calculated from the date of the receipt by the University of the Withdrawal Form. For example, a student who started their course in Semester A and withdraws on the 10th October 2020 will be liable for 25% of their 2020/21 fees. A student will be entitled to a partial refund, if a payment has been made that is greater than the revised liability amount following withdrawal. Using this same example a student whose first year fee is £9,250, and who has paid £5000 at the point of withdrawal, would be entitled to a refund of £2,687.50. For example, £9250 x 25% = £2,312.50; £5000 - £2,312.50 = £2,687.50.

The University will contact students who are entitled to a refund within 28 days of receiving the completed Withdrawal Form. International students who withdraw from their course early will have any non-refundable element deducted from the amount of refund (see Section 2.10.3 below).

Where fees have been paid by way of tuition fee loan, the University will contact Student Finance England (or an equivalent funding body) to advise them of the change which will also impact on the student's maintenance entitlement.

Where fees have been paid by a sponsor, e.g. employer, the University will charge the sponsor a fee for the year based on the fee liability dates.

If a student requests to suspend their studies and then subsequently resumes their studies, the fee liability would also be in line with the liability dates in Section 2.4 above. For example, if a student commences study in 2020/21, "rests" after the 1st liability date, they will pay 25% of their 2020/21 fee. If they recommence in the academic year 2021/22 and study the full year then they will be liable for 100% of the 2021/22.

Students that have had their studies suspended by the university and are subsequently allowed to return to study, will need to seek advice from their Student Records Officer as to what process they should follow to re-register and enrol on the correct modules. They may need to submit a request for a deferral of their modules that they would have studied, had they not been suspended. This can be done via the Serious Adverse Circumstances (SACs) process and if the application is successful, will ensure that the student is not charged for repeated modules when they return from suspension. The remainder of the course will be charged in line with fee liability until 100% of the course fee is charged. If deferrals are not granted, the charges will be calculated in line with the policy as stated in 2.9.

2.10 Additional information for international students

2.10.1 Payment of the Deposit

A compulsory deposit of **£5000** (which is offset against the first year tuition fee payable) is required from all students who:

- Require Home Office sponsorship to study in the UK, and
- Are in their first year of study at the University, and

A deposit is **not** required from such students who have:

- Financial sponsorship for payment of their fees (written evidence will be required), or
- An approved Federal Loan (US students only)

Payment options for the deposit can be found at,

<https://www.herts.ac.uk/international/new-international-students/scholarships-and-fees/how-to-pay/fee-payment-methods> The deposit must be paid by the date indicated in the student's **Offer**. By paying the deposit, the student agrees to be bound by the University's terms and conditions which are outlined in the **Offer** and its accompanying documents including the **Key Facts** document. The Key Facts document is re-issued every year and, upon re-registration, you agree to accept its terms and conditions. Any material changes will be made clear to you in advance of them taking place.

The tuition fee deposit consists of a non-refundable element of £2,500, should the student fail to register with the University. A minimum of £2,500 is non-refundable in all circumstances unless:

- (i) the student registers at the University and subsequently withdraws before the first liability point:
 - o for Semester A students, this is 5 October 2020 (or 9 November 2020 for students with a 26/10/20 course start date); and

o for Semester B students, this is 1 February 2021;

in which case they will be charged according to the date of withdrawal.; or

(ii) a student's visa to study within the United Kingdom is refused prior to a student's enrolment; or

(iii) the student fails to satisfy the academic conditions set by the University; or

(iv) student cancels their contract within 14 calendar days of accepting the offer.

In these specific circumstances, the full fee paid will be refunded.

If the student's visa is refused, a refund will only be made if they have supplied the University with appropriate documentary evidence of the refusal by the Home Office.

A full £5,000 deposit will be retained (in all circumstances) if fraudulent documentation has been submitted or false representations made as part of a student's visa application or application to the University. Any student rejected for fraudulent conduct by way of false documents or false representations (including but not limited to any rejection under paragraph 9.7.1-9.7.4 of the UK Immigration Rules) will **not** be eligible for a deposit refund. In this instance, the University has the right to retain the full £5,000 tuition fee deposit. Fraudulent conduct includes using false representations to enter the UK to study and subsequently seeking asylum once in the UK.

2.10.2 Full payment discount

The University offers a Full Payment Discount of £500 (per academic year of study) to international students studying a full-time course, who pay their tuition fees in **full** by:

- 5 October 2020 (or 9 November 2020 for students with a 26/10/20 course start date) for Semester A entry
- 25 February 2021 for Semester B entry

Funds must have been received by the University, cleared, and include any outstanding fees for Pre-Sessional/Preparatory courses. Students who pay by the three instalments option will **not** be eligible for the Full Payment Discount of £500.

International research students must pay their tuition fees in full within 30 calendar days of their date of enrolment, and in subsequent years the anniversary of that date, to be eligible for the £500 Full Payment Discount.

The following courses are not eligible for the £500 Full Payment Discount,

- Pre-Sessional courses
- Half year preparatory courses
- UH Online courses

For students that withdraw (both student & university initiated); the full payment discount will be withdrawn in full.

2.10.3 Refunds

Any refunds made to international students will be returned to the original source i.e. the country and the account from which the money was sent. This is to comply with money laundering guidelines <http://www.legislation.gov.uk/ukxi/2007/2157/contents/made>.

If the full tuition fees are sent, the £500 Full Payment Discount will be returned to the source as described above.

2.10.4 When circumstances change

The University will inform the Home Office of any change to the student's study via the Home Office student management system (SMS) which may mean that the student will need to leave the UK. Advice and support is provided by the International Student Support team, whose contact details are included in Section 11 below.

All fee liability as described above is subject to a student's statutory right to change their mind about studying at the University within a period of **14 calendar days** starting on the day after they accepted the University's offer, as set out in the **Key Facts** document.

2.10.5 Students studying at Hertfordshire International College (HIC)

The University will inform the Home Office of any change to the student's study via the Home Office student management system (SMS) which may mean that the student will need to leave the UK. Advice and support is provided by the International Student Support team, whose contact details are included in Section 11 below.

2.11 Accredited Prior Learning

The University will charge students in the following way for prior learning,

- Accredited prior experiential learning (APEL) will be charged at 50% of the course or modular fee.
- Accredited prior credited learning (APCL) will not be charged.

Please note – APCL is typically where an individual has gained University credits at a different institution and then transfer to the University of Hertfordshire. Whereas, APEL is where an individual's work experience would make them exempt from having to undertake certain modules on a programme.

3 UNDERGRADUATE FEES FOR 2020/21

These fees vary depending on the academic year in which the student began the course, and are for “standard” courses only. The fees payable for “non-standard” courses can be found in Section 5 below.

3.1 Full time Home/EU Fees – Standard Courses

Fees band	If you started before 2012/13	If you started in 2012/13	If you started in 2013/14	If you started in 2014/15	If you started in 2015/16 or 2016/17	If you started in 2017/18	If you started in 2018/19, 2019/20 or 2020/21
Standard	£3,465	Band 1: £8,870 Band 2: £9,000 Band 3: £9,000	Band 1: £9,000 Band 2: £9,000 Band 3: £9,000	£9,000	£9,000	£9,250	£9,250
College*	£3,465	£5,800	£5,000	£5,500	£6,000	£6,000	£6,165

(*A University course delivered on behalf of the University by one of the colleges of the Hertfordshire Higher Education Consortium (see <http://www.herts.ac.uk/apply/schools-of-study/hertfordshire-higher-education-consortium/consortium-colleges>). Please note that different fees may apply for the colleges’ own courses, which are not covered by this policy. For the tuition fees of any other partner or franchise arrangement please refer to the individual college or provider.)

Students studying on nursing, midwifery or allied health professional courses funded by Health Education England, who started prior to September 2017, will not need to pay their own tuition fees. However, if they have to ‘step-off’ their programme they will need to pay their own fees for the repeat modules at £1155 per 15 credits.

All Channel Island students entering Higher Education for the first time in 2020/21 or commencing a new course will be subject to this new fee regime and will be considered as Home/EU students as above.

3.2 Part time Home/EU Fees

For all Home/EU students the standard fee for each 15 credit module studied at undergraduate level is,

Fee band	If you started in 2012/13	If you started in 2013/14	If you started in 2014/15	If you started in 2015/16 or 2016/17	If you started in 2017/18	If you started in 2018/19, 2019/20 or 2020/21
Standard	Band 1: £1,095 Band 2: £1,120 Band 3: £1,125	Band 1: £1,120 Band 2: £1,125 Band 3: £1,125	£1,125	£1,125	£1,155	£1,155
College*	£725	£625	£685	£750	£750	£770

*As Section 3.1 above

3.3 Full time International Fees – Standard Courses

For all international students studying on standard courses the fees are as follows,

Course type	If you started in 2013/14	If you started in 2014/15	If you started in 2015/16 or 2016/17	If you started in 2017/18	If you started in 2018/19	If you started in 2019/20	If you started in 2020/21
Classroom based courses	£9,500	£10,100	£11,000	£11,350	£11,950	£12,350	£13,000
Laboratory based courses	£10,000	£10,600	£11,500	£11,850	£11,950	£12,350	£13,000

3.4 Part time International Fees

Non-EU/EEA nationals permitted to study part-time will be subject to as outlined below.

International students wishing to study part-time must be referred to the Student Centre who will check the student's visa and fee position.

Course Type	If you started in 2013/14	If you started in 2014/15	If you started in 2015/16 or 2016/17	If you started in 2017/18	If you started in 2018/19	If you started in 2019/20	If you started in 2020/21
Classroom based courses	£1,190	£1,265	£1,330	£1,420	£1,500	£1,540	£1,625
Laboratory based courses	£1,250	£1,325	£1,395	£1,485	£1,500	£1,540	£1,625

3.5 Placements/Study abroad

3.5.1 International Students studying in North America, Australia, Singapore or Mainland Europe

- 2nd year: International fees (full year abroad/exchange/Erasmus) Full Fee
- One semester in 2nd year Full Fee
- 3rd year in 4 year degree - work placement / studying and work placement Nil fee

3.5.2 Home/EU Students Studying Abroad (not Erasmus)

- 2nd year: tuition fees if studying abroad for both Sem A & B 15% fee
- One semester studied abroad in 2nd year, rest of year in UK Full fee
- 3rd year in 4 year degree –work placement / studying and work placement Nil fee

3.5.3 Home/EU studying in Europe (Erasmus Programme)

- 2nd year: Full year abroad Nil fee
- One semester in 2nd year, rest of year in UK Full fee
- 3rd year in 4 year degree – work placement / studying and work placement Nil fee

Please note all students on a placement or study abroad during the 3rd year in a 4 year degree will not be awarded credit points for this year.

4 POSTGRADUATE TAUGHT PROGRAMME FEES FOR 2020/21

These fees vary depending on the academic year in which the student began the course, and are for “standard” courses only. The fees payable for “non-standard” courses can be found in Section 5 below.

4.1 Full time Home/EU Fees

The **standard** course fees for 2020/21 are

Course type	If you started in 2014/15	If you started in 2015/16	If you started in 2016/17	If you started in 2017/18	If you started in 2018/19	If you started in 2019/20	If you started in 2020/21
Classroom based courses	£5,450	£5,750	£6,100	£6,450	£8,000	£8,400	£8,925
Laboratory based courses	£6,900	£7,250	£7,700	£8,150	£8,000	£8,400	£8,925

PGCE students will be subject to the standard Home/EU undergraduate fee, currently £9250.

4.2 Part time Home/EU Fees

The **standard** fee for each 15 credit module studied at postgraduate level is

Course type	If you started in 2014/15	If you started in 2015/16	If you started in 2016/17	If you started in 2017/18	If you started in 2018/19	If you started in 2019/20	If you started in 2020/21
Classroom based courses	£455	£480	£510	£540	£665	£700	£745
Laboratory based courses	£575	£605	£645	£680	£665	£700	£745

4.3 Full time International Fees

Standard international tuition fees for new students or those entering a new course in 2020/21

Course Type		If you started in 2013/14	If you started in 2014/15	If you started in 2015/16 or 2016/17	If you started in 2017/18	If you started in 2018/19	If you started in 2019/20	If you started in 2020/21
Classroom based courses		£10,500	£10,800	£12,000	£12,100	£12,500	£12,650	£13,500
Laboratory based courses		£11,000	£11,300	£12,500	£12,600	£12,500	£12,650	£13,500

4.4 Part time International Fees

For Non-EU/EEA nationals permitted to study part-time, the **standard** fee for each 15 credit module studied at postgraduate level is

Course Type		If you started in 2013/14	If you started in 2014/15	If you started in 2015/16 or 2016/17	If you started in 2017/18	If you started in 2018/19	If you started in 2019/20	If you started in 2020/21
Classroom based courses		£875	£900	£945	£1,010	£1,040	£1,050	£1,125
Laboratory based courses		£920	£945	£995	£1,050	£1,040	£1,050	£1,125

International students wishing to study part-time must visit the Student Centre, who will check the student's visa and fee position.

5 NON-STANDARD FEES FOR 2020/21

Some courses attract non-standard fees because they are premium offerings, have extra accreditation and/or are a unique offering within the University.

5.1 Non-Standard Preparatory Course Fees

International		
Course	Course code	Full Fee per level
Pre-sessional English 1 (6 weeks) – Semester A starters only	HEPSE	£1,890
Pre-sessional English 2 (11 weeks) – Semester A starters only	HEPSE	£3,465
Pre-sessional English 3 (15 weeks) - Semester A starters only	HEPSE	£4,725

5.2 Non-Standard Undergraduate Fees

Course	Course code	Home/EU		International	
		Full Fee per level	Modular Fee*	Full Fee per level	Modular Fee*
Accelerated Law (LLB)	LALLB	£11,100	£1,385	£17,355	£2,165
Arts Therapies and Wellbeing Foundation (UH Cert)	CTATWF	£2,075	£690	NA	NA
Diagnostic Radiography and Imaging BSc (Hons)	HHRGI	£9,250	£1,155	£15,400**	NA
Dietetics BSc (Hons)	HHDIET	£9,250	£1,155	£18,655**	NA
Midwifery (pre-registration) BSc (Hons)	HHMBS	£9,250	£1,155	£14,300**	NA
Nursing with Registration (Adult/Child/Mental Health/Learning Disability) BSc (Hons)	HHNURA/ HHNURC/ HHNURM H/HHNUR LD	£9,250	£1,155	£14,300**	NA

Physiotherapy BSc (Hons)	HHPHY	£9,250	£1,155	£14,850**	NA
Radiotherapy and Oncology BSc (Hons)	HHRTO	£9,250	£1,155	£15,400**	NA
Primary Education (Referred Placement Fee) (BEd)	HEBP	NA	£1,185	NA	NA

*per 15 credit module

** International students who need to repeat a module, will have to make additional payments. The price per module will be established on a pro-rata basis from the yearly tuition fee and will depend on the number of credits. If a practice placement needs to be repeated, then the placement payment will be required to be paid again.

5.3 Non-Standard Postgraduate Fees

		Home/EU		International	
Course	Course code	Full Fee per level	Modular Fee*	Full Fee per level	Modular Fee*
Abdominal and general Ultrasound	7HSK0088	NA	£1,650 (30 credits)	NA	NA
Advanced Neuromusculoskeletal Clinical Practice	7HSK0080	NA	£2,200 (30 credits)	NA	NA
Advancing Clinical Pharmacy Practice	HHAPPMSC (APHA1F-1)	£9,280	NA	£18,540	NA
Advancing Clinical Pharmacy Practice – with extended placement	HHAPPMSC (APHEP1F-1)	£9,280 + £22,000 for 6 month extended placement	NA	£18,540 + £22,000 for 6 month extended placement	NA
Applied Mental Health Practice (PgCert)	HSMHPPGC	£5,310	NA	NA	NA
Architecture and Urbanism (MArch)	CTMARCH	£8,800	£730	£13,750	£1,145
Art Therapy (MA)	CCARTMA	£7,575 for one year (£15,155 full course fee)	£945	£10,470 for one year (£20,940 full course fee)	£1305

Business Administration (MBA)	BSNMBA	NA	£1,545	NA	£1,545
Clinical Dermatology (MSc)	LMDMSC	£9,240	£770	£16,500	£1,375
Cognitive Behavioural Therapy (MSc)	HHCBT	NA	£1,430	NA	£2,165 15 credits £3,620 30 credits
Computer Science (Modular)	CMCSM	£8,925	£745	£14,500	£1,210
Early Pregnancy Ultrasound	7HSK0202	NA	£1,650 (30 credits)	NA	NA
Environmental Management (for Business) (MSc)	HHEM	£8,065	£840 (£1,355 dissertation module)	£12,875	£1,365 (£2185 dissertation module)
Environmental Management (MSc)	HHEM	£8,065	£840 (£1,355 dissertation module)	£12,875	£1,365 (£2185 dissertation module)
Environmental Management with Agriculture (MSc)	HHEM	£8,065	£840 (£1355 dissertation module)	£12,875	£1,365 (£2185 dissertation module)
Finance & Investment Banking (MSc)	BSFIB	£14,265	£1,185	£15,150	£1,300
Global Business (Dual Award) One semester at UH (MSc)	BSGB	£7,045	NA	£7,045	NA
Global Business (Dual Award) Two semesters at UH (MSc)	BSGB	£8,600	NA	£8,600	NA
Gynaecological Ultrasound	7HSK0090	NA	£1650 (30 credits)	NA	NA
Legal Practice (LLM)	LALLMLPC	£13,750	£1,145	£13,750	£1,145
Musculoskeletal Injection Therapy	HHMPHYIND	NA	£1,320	NA	NA
Musculoskeletal Ultrasound	7HSK0236	NA	£1,650 (30 credits)	NA	NA
Obstetric Ultrasound	7HSK0089	NA	£1,650 (30 credits)	NA	NA
Overseas Pharmacists Assessment Programme	HHAPPPGD	NA	NA	£13,530	£1,125

Pharmacovigilance (MSc)	HHPV	NA	£1,350 (£2,915 dissertation module)	NA	£1,350 (£2,915 dissertation module)
Physicians Associate Studies (MSc)	LMPYAS	£10,100	NA	NA	NA
Postgraduate Certificate of Education	HEPGCE	£9,250	£1,155	£15,950	NA
Postgraduate Certificate of Education Referred placement fee	HEPGCE	£1,180	NA	NA	NA
Shortened Midwifery	HHMBSM	£9,250	NA	NA	NA
Sustainable Planning (MSc)	HHMSP	£8,020	£670	£13,750	£1,145
Ultrasound independent work based skills 1	7HSK0093	NA	£825	NA	NA
Ultrasound independent work based skills 2	7HSK0094	NA	£825	NA	NA
Ultrasound independent work based skills 3	7HSK0095	NA	£1,650 (30 credits)	NA	NA
Vascular ultrasound	7HSK0091	NA	£1,650 (30 credits)	NA	NA
Water & Environmental Management (MSc)	HHEM	£8065	£840 (£1,355 dissertation module)	£12,875	£1,365 (£2,185 dissertation module)

*per 15 credit module (unless otherwise stated)

6 RESEARCH STUDENT FEES FOR 2020/21

These fees are reviewed each year and figures quoted in this document apply only to academic year 2020/21 with no commitment to future years. Fees are payable annually until formal submission for final examination to the Doctoral College.

All Research students who wish to suspend their studies should refer to the Doctoral College who will confirm their tuition fee position.

6.1 Research Fees for research degree schedules

Fees for research students enrolled on research degree schedules between 1 August 2020 and 31 July 2021.

Schedule	Research Degree Award	Full-time Home/EU	Part-time Home/EU	Full-time International (based in UK)	Part-time International (based in UK)	Full-time International Distance-Based	Part-time International Distance-Based
Schedule A	PhD; MPhil	£5,125	£2,560	£13,650 ⁱ	£6,825	£6,930	£3,465
Schedule B	Doctorate in Engineering (EngD; MPhil)	N/A	£5,100	N/A	N/A	N/A	N/A
Schedule C	Doctorate in Clinical Psychology (DclinPsy)	NHS Contract £24,020 plus placement fees	N/A	£24,020 plus placement fees	N/A	N/A	N/A
Schedule D	Doctorate in Management (Dman; MPhil)	N/A	£8,735 (self-funded) £9,825 (corporate-funded)	N/A	N/A	N/A	N/A
Schedule E	Doctorate in Business Administration (DBA; MPhil)	N/A	£4,815	N/A	£4,815	N/A	N/A
Schedule F	Doctorate in Health Research (DHRes; MPhil)	N/A	£3,765	N/A	£3,765	N/A	N/A
Schedule H	Doctorate in Education (EdD; MPhil)	N/A	£4,340	N/A	£4,340	N/A	N/A
Schedule J	Doctorate in Medicine (MD; MPhil)	N/A	£2,560	N/A	£2,560	N/A	N/A
Schedule K	MA by Research MSc by Research	£5,125 ⁱⁱ	£2,560	£13,650 ⁱ	£6,825	£6,930	£3,465

Schedule L	Doctorate in Fine Art (DFA; MPhil)	£5,125	£2,560	£13,650 ⁱ	£6,825	£6,930	£3,465
Schedule M	Doctorate in Design (Ddes; MPhil)	£5,125	£2,560	£13,650 ⁱ	£6,825	£6,930	£3,465
Schedule Q	Doctorate in Education (EdD; MPhil) (Top up schedule)	N/A	£4,340	N/A	£4,340	N/A	N/A
Schedule R:	Doctorate in Heritage (DHeritage; MPhil)	£5,125	£2,560	£13,650 ⁱ	£6,850	£6,930	£3,465
Schedule T	PhD with Industry Experience (MPhil with Industry Experience; MA/MSc by Research with Industry Experience)	£5,125	£2,560	£13,650 ⁱ	£6,825	£6,930	£3,465
Schedule U	Doctorate in Cyber Security (CSecD; MPhil)	£5,125	£2,560	£13,650 ⁱ	£6,825	£6,930	£3,465
Schedule V	Doctorate in Public Health (DPH; MPhil)	N/A	£3,085	N/A	£3,085	N/A	N/A

ⁱ£500 full payment discount – see 6.4 for conditions.

ⁱⁱ A concessionary fee of the standard part-time rate for full-time study is available to self-fee paying candidates enrolled for Schedule K (Home, EU and International). The concession is not available for candidates enrolled on Schedule A or any other Schedules. The concession is granted for 18 months only. Candidates in receipt of this concession who have not submitted for examination within the 18 month period, will then become liable to pay the full-time fee until the point of submission. Fees are payable annually.

Students on any of these courses, paying the full cost of the tuition fee from their own resources direct to the University, are eligible for the graduate scholarship. The scholarship is

equivalent to 20% of the tuition fee due for the first year of full-time PGR study (for UK/EU and International students only) and 20% of the fee due for all years of part-time PGR study (for UK/EU students only). More information can be found here:
<https://www.herts.ac.uk/study/fees-and-funding/scholarships/postgraduate-scholarships-for-uk-and-eu-students>

A compulsory non-refundable deposit of £5,000 is required from international students that require a student visa.

6.2 Bench Fees

Where bench fees are applicable, details will be made available with the *Offer* documentation.

6.3 International research students based in their home country (distance-based)

International students studying in their home country for the duration of their research degree registration, i.e. not based at UH, may register and pay a fee at the reduced full-time international rate of £6,930, subject to confirmation of status. Distance registration must be approved by the Research Degrees Board prior to the issuing of an offer letter. Students registering on this basis are normally expected to spend one third of the duration of their programme of study at the University and attend relevant researcher development training sessions in the University. Those based overseas must also pay for supervisor travel and subsistence costs outside the UK (if applicable). Should an international student based overseas subsequently continue their study in the UK, they must pay the full-time international fee or a pro-rata fee for periods spent at UH, as appropriate. Such periods of study in the UK would be subject to the UK Government's visa entry requirements. International students studying on professional doctorate programmes will pay the fee applicable to their particular programme.

6.4 Fee Paying Periods for Research Degrees

Research students can enrol at the beginning of each month and fees are charged for the year from their enrolment date. Fees are charged annually until the student formally submits to Academic Services for final examination.

6.5 Fee Paying Periods for Research Degrees

International students who pay their own fees, in full, within 30 days of the date of enrolment (or anniversary of date of enrolment for returning students), are entitled to a £500 'payment in full' discount.

6.6 Minimum fees to pay

The minimum period of enrolment/registration for a research award for which fees must be paid is normally one year (full-time)/two years (part-time) prior to submission.

6.7 Fees where the Student Changes Mode of Study during the Year (Full time or part time)

A research student who changes mode of study (full time or part time) at any time in the year will pay a pro rata fee based on the full-time or part-time fee and date of change.

6.8 Writing-up fees for former full-time research students (Schedule A only)

Full-time research students submitting for examination for MPhil or PhD, who have paid full-time fees for a minimum of three consecutive years will be allowed one term (normally a four month

period) free of charge after the completion of their full-time registration. Thereafter they are liable for one-third of the part-time fee per four calendar months, for the duration of their registration i.e. until the student formally submits to the Doctoral College.

Research students registered on any other research degree programme or schedule are not eligible for writing-up fees.

6.9 Post viva examination fees

Following viva examinations, research students will receive written notification from the Doctoral College of the deadline by which they must formally submit amendments/revisions to the Doctoral College. No fees will be charged if the student submits within this deadline. Thereafter the student is liable for one-third of the part-time rate per four calendar months until the student formally submits the amendments/revisions to the Doctoral College.

6.10 Higher Doctorate

Fees for the award of Higher Doctorates (LLD; D Litt; Dmus, DSc) £6,350

To be paid in two instalments:

- Initial instalment to be paid on enrolment £2,350
- Second instalment to be paid at the examination stage £4,000

6.11 International students studying part-time in the UK

International students wishing to register for a part-time research degree based in the UK throughout the duration of their registration should contact Student Records and Enrolment (sre@herts.ac.uk) for a status check prior to the issuing of an offer letter.

7 UH ONLINE² FEES FOR 2020/21

These fees vary depending on the academic year in which the student began the course, and are for courses stated in this section only.

7.1 Undergraduate Fees

Course	Home/EU		International	
	Full Fee per level (120 credits)	Modular Fee*	Full Fee per level (120 credits)	Modular Fee*
Business Administration UG (standalone modules)	N/A	£718	N/A	£718
BA (Hons) Business Administration (Levels 4, 5 & 6 – available part-time)	£5,750	£718	£5,750	£718
BA (Hons) Business Administration (Top Up) (Level 6 only – available part-time)	£5,750	£718	£5,750	£718
Business and Sport Management UG (standalone modules)		£718	£5,750	£718

² UH Online refers to the University courses which at the time of initial application by the student are advertised as being an online course, which means that they are designed to be delivered, taught and assessed via web-based learning. UH Online does not refer to any programme which was intended to be campus based and due to circumstances has been amended to be delivered wholly or partly online.

BSc (Hons) Business and Sport Management (<i>Levels 4, 5 & 6 – available part-time</i>)	£5,750	£718	£5,750	£718
BSc (Hons) Computer Science (<i>Levels 4, 5 & 6 – available part-time only</i>)	£5,750	£718	£5,750	£718
BSc (Hons) Computer Science (Top Up) (<i>Level 6 only – available part-time or full-time</i>)	£5,750	£718	£5,750	£718
BSc (Hons) Information Technology (<i>Levels 4, 5 & 6 – available part-time only</i>)	£5,750	£718	£5,750	£718
BSc (Hons) Information Technology (Top Up) (<i>Level 6 only – available part-time or full-time</i>)	£5,750	£718	£5,750	£718

*Modular fees are quoted per 15-credit module, however some courses run 30-credit modules. Therefore, modules could charge £718 if 15 credits and £1,436 if 30 credits. Please refer to the Programme Specification to check the number of credits you will be studying. You can get a copy of the Programme Specification from AskUOnline@herts.ac.uk

7.2 Postgraduate Fees

Course	Home/EU		International	
	Full Fee (180 credits)	Modular Fee*	Full Fee (180 credits)	Modular Fee*
Computer Science PG (standalone modules)	N/A	£755	N/A	£755
MSc Computer Science (<i>available part-time or full-time</i>)	£9,060	£755	£9,060	£755
MSc Distributed Systems & Networks (<i>available part-time or full-time</i>)	£9,060	£755	£9,060	£755
MSc E-Learning Technology (<i>available part-time or full-time</i>)	£9,060	£755	£9,060	£755
MSc Software Engineering (<i>available part-time or full-time</i>)	£9,060	£755	£9,060	£755
Production and Manufacturing Engineering PG (standalone modules)	N/A	£755	N/A	£755
MSc Manufacturing Management (<i>available part-time only</i>)	£9,060	£755	£9,060	£755
MSc Operations & Supply Chain Management (<i>available part-time only</i>)	£9,060	£755	£9,060	£755
Mental Health Recovery & Social Inclusion PG (standalone modules)	N/A	£755	N/A	£755
PgCert Mental Health Recovery & Social Inclusion	£3,020 (60-credits only)	£755	£3,020 (60 credits only)	£755
PgDip Mental Health Recovery & Social Inclusion	£6,040 (120 credits only)	£755	£6,040 (120 credits only)	£755
MSc Mental Health Recovery & Social Inclusion(<i>available part-time only</i>)	£9,060	£755	£9,060	£755

Master of Public Health PG (standalone modules)	N/A	£755	N/A	£755
MPH Master of Public Health(<i>available part-time or full-time</i>)	N/A	£755	N/A	£755
MA Global Film and Television(<i>available part-time only</i>)	£9,060	£755	£9,060	£755
MA Illustration (<i>available part-time only</i>)	£9,060	£755	£9,060	£755
MA Graphic Design (<i>available part-time only</i>)	£9,060	£755	£9,060	£755

*Modular fees are quoted per 15-credit module, however some courses run 30-credit or 60-credit modules. Therefore, modules could charge £755 if 15 credits and £1510 if 30 credits. Please refer to the Programme Specification to check the number of credits you will be studying. You can get a copy of the Programme Specification from AskUHOnline@herts.ac.uk

7.3 Payment of fees for UH Online programmes

Tuition fees are due in advance of each semester of study. The deadlines for each semester will be as follow:

- i. For study within semester A (Sep-Jan) – Friday 18 September 2020
- ii. For study within semester B (Jan-Jun) – Friday 15 January 2021
- iii. For study within semester C (Jun-Sep) – Friday 14 May 2021

7.4 Fee liability and refunds for UH Online students

The University policy on fee refunds applies to full-time and part-time students where the student withdraws or rests from a programme or from modules.

When processing a request for a refund of tuition the University may, at its discretion, withhold an additional element of the module fees to cover the cost of resources or materials that have been supplied to the student.

The following fee liability and refund entitlement dates applies to UH Online students only.

Semester	Fee liability
Semester A	Fee liability is 25% from 5 October 2020 Fee liability is 50% from 2 November 2020 Fee liability is 100% from 23 November 2020
Semester B	Fee liability is 25% from 1 February 2021 Fee liability is 50% from 22 February 2021 Fee liability is 100% from 22 March 2021
Semester C	Fee liability is 25% from 7 June 2021 Fee liability is 50% from 28 June 2021 Fee liability is 100% from 26 July 2021

8 DISCOUNTS, BURSARIES AND SCHOLARSHIPS

8.1 UH Scholarships

There are a number of externally funded scholarships offered to students meeting the criteria of the companies, individuals and community organisations who have made the funds available.

<http://www.herts.ac.uk/apply/fees-and-funding/scholarships>

8.2 UH Graduate Scholarship

The UH Graduate Scholarship is a discount available to graduates for Home/EU and international students studying a full-time or part-time Postgraduate degree, provided they have graduated from an undergraduate degree from the University, or the former Hatfield Polytechnic.

8.2.1 Details

Applicable Courses	UH Graduate Scholarship	Remarks
Full-time Taught Master's Degree	20% discount on normal fee	Discount applies for year 1 only.
Part-time Taught Master's Degree	20% discount on normal fee	Discount applies to years 1 and 2

8.2.2 Procedures

- (i) To claim the UH Graduate Scholarship, the student must be a graduate of the University, from an undergraduate programme.
- (ii) The UH Graduate Scholarship will be given to students who are paying the full cost of the tuition fee from their own resources (including a Postgraduate loan from the Student Finance England (or an equivalent funding body)). **Fees paid by the student's family do not count as sponsorship.**
- (iii) A student who has only undertaken a preparatory course is not eligible for the UH Graduate Scholarship.
- (iv) Students on Graduate Diploma in Law, PGCE and other vocational and professional courses are also not eligible for the UH Graduate Scholarship.

Please see the following link for the full terms and conditions

<https://www.herts.ac.uk/study/fees-and-funding/scholarships/postgraduate-scholarships-for-uk-and-eu-students>

For students that withdraw (both student & university initiated); all discounts will be adjusted on a pro-rata basis in line with the fee related liability and any adjustments to bursaries or scholarships will be subject to the terms and conditions of the award.

9 STAFF MEMBERS - UH, ASSOCIATE COLLEGES AND UH SUBSIDIARIES

9.1 UH & UK partner staff

There is a full remission of fees for staff undertaking part-time courses of study. This covers individuals employed with one year's continuous service by the University. The remission of fees does not however apply to students of the University who may be employed in any capacity by the University. The fee remission is subject to conditions as detailed at

[https://herts365.sharepoint.com/sites/Pensions-and-benefits/Shared%20Documents/Fee Waiver policy.pdf#search=fee%20waiver](https://herts365.sharepoint.com/sites/Pensions-and-benefits/Shared%20Documents/Fee%20Waiver%20policy.pdf#search=fee%20waiver)

There is a 50% fee remission applicable to staff of the University's wholly owned subsidiary companies and/or UK Partner Organisations.

9.2 Fee waiver for children of UH staff

Students beginning a University course from September 2012 who are children of staff employed by the University or one of its subsidiary companies on a fixed term or permanent contract of 50% FTE or more, **may** be eligible for a 50% fee reduction.

Students beginning a University course before September 2012 who are children of staff employed by the University or one of its subsidiary companies on a fixed term or permanent contract of 50% FTE or more, **may** be eligible for a full tuition fee waiver.

Full details and eligibility criteria can be found on <https://herts365.sharepoint.com/sites/Pensions-and-benefits/SitePages/Family-benefits.aspx?web=1>

10 ADDITIONAL INFORMATION

10.1 Repeat Students: Examinations and Tuition Fees

The published tuition fee covers the first diet of resit assessments in 2020/21, therefore no extra fee is due. Students are not required to re-register, provided all resits take place in the same academic year. Students required to retake an assessment(s) after the first diet of resits must re-register and pay additional fees related to those resits.

Where a student is referred in an industrial placement, or teaching practice, and needs academic supervision and assessment, the University will charge an appropriate fee agreed by the Head of Student Finance. There may be an assessment fee in addition to the module fee, to reflect the cost to the University of organising visits to the student.

Students who repeat more than one year of study and are funded by the Student Finance England (or an equivalent funding body) will need to check their future funding entitlement before committing to resume their studies.

10.2 Taking a Variable Number of Modules

Modular fees are based on the standard 15-credit module, and the amounts below relate to students on standard courses. An undergraduate student taking more than 75 credits in the year is

full-time for fees purposes. A postgraduate student taking more than 120 credits in the year is full-time for fees purposes.

Where a student studies a deferred module(s), this module does not count towards any fee liability under the above rules; provided that the student has fully paid the fee for the deferred module.

“Deferred” means a module with formal deferred status awarded by the Examinations Board.

A full-time student who withdraws from one or more modules cannot receive a fee refund if, after withdrawing from that module(s), the student is still defined as “full-time” under the provisions of UPR AS14 (over 75 credit points for a 2 semester year (Undergraduate) or 120 credit points for a 3 Semester year (Postgraduate)).

10.3 Full-Time student taking Additional Modules

Where a full time student is required, or advised, by the University to take an additional module(s), over and above the standard academic requirements for the course, the University will not normally charge a fee for the module(s).

This does not apply to part time students who pay their tuition fees per module studied.

10.4 Full time student taking fewer than the Standard Number of Modules

The following table applies to students registered on full-time courses but who take fewer modules than normal in a year (for example, if they ‘split’ their final or take a reduced number of modules)

Type of student	Number of standard 15 credit modules taken in year	Status for fee purposes
Undergraduate	Up to & including 75 credits	Part-time module fee payable (home or international rate as applicable)
Undergraduate	Above 75 credits	Full-time fee payable
Postgraduate	Up to & including 120 credits	Part-time module fee payable UK/EU or international rate, as applicable
Postgraduate	Above 135 credits	Full-time fee

10.5 Student Changes Mode of Study (full time or part time) during the Year

A student who changes from a full-time to a part-time course from one academic year to another will pay a total fee for the year based on the module count.

A student who changes from a full-time to a part-time course during an academic year will pay their full time fee in line with the liability dates detailed in Section 2.4 above (all students except UH

Online) or Section 7.4 for UH Online student. Any subsequent study will be charged at the part time rate and any subsequent change to study will be liable to charge as in Section 2.4 above.

A student who changes from a part-time to a full-time course, at any time in the year will pay a total fee for the year based on the module count (UPR AS14 refers).

A research student who changes mode of study (full time or part time) at any time in the year will pay a pro rata fee based on the full-time and part-time fee and date of change.

Current students who change their mode of study (full time or part time) will lose their existing fees package and will be liable for the fee package applicable to 'new' students in 2020/21 as described in this document.

10.6 Student wants to “Split” the Year

A student who wants to extend their studies, in the final year, beyond the normal duration of the course (known as taking a “split year”), may impact on their funding eligibility with Student Finance England (or an equivalent funding body). Students should check their eligibility with Student Finance England before making any changes and contact the University’s Fees and Funding team for advice.

10.7 Deferred Students

Students that defer their course start date to the following or subsequent year will pay the appropriate fee for their year of entry, not the fee quoted in their offer from their original application.

Students who suspend their studies will need to pay the relevant tuition fee liability for that academic year. If that student returns to study, they will be charged for any repeated modules and the remainder of their course in line with fee liability.

Any student who is enrolled on a ‘deferred module’ that was recommended from a previous academic year, will not be charged for those deferred modules again but would be required to pay for the remainder of their course fee up to 100% of the original cost, within the academic year they return. The course fee will only be charged once.

Students that go dormant, retain their fee package and will be charged the appropriate fee in line with their original year of entry.

10.8 Degree Apprenticeships

Apprentices are not usually liable for any tuition fees on an apprenticeship programme. To be eligible to study an Apprenticeship, an apprentice must be employed, and their employer willing to fund them, for the duration of the programme via [Education and Skills Funding Agency \(ESFA\)](#).

The funding permissible will depend on the circumstances of the specific learner and this will be detailed in the formal agreements that will have been completed by both the Employer and learner. For further information regarding the funding for Higher and Degree Apprenticeships at the University of Hertfordshire please contact degree-apprenticeships@herts.ac.uk.

11 CONTACT DETAILS

If you have any queries in relation to this policy or its application then advice can be obtained from the Ask Herts Hub or you can also go to <https://ask.herts.ac.uk/>

Information is also available on our website, <http://www.herts.ac.uk/apply/fees-and-funding>

If you have a specific query and are unable to find the answers, then you can also email any of the following teams directly

student-finance@herts.ac.uk – for fee, invoicing, debt queries

funding@herts.ac.uk – any Student Loans Company/Student Finance England questions

payus@herts.ac.uk – to make a payment or if you are having difficulties doing so

financial-support@herts.ac.uk – if you are experiencing financial difficulties or want to apply for the University's hardship fund (applies to Home students only).

SRE@herts.ac.uk – Student Registration and Enrolment, fee waiver, fee category queries

Research-Degrees@herts.ac.uk – Research Office

ISS@herts.ac.uk – International Student Support for all international queries

Askherts@herts.ac.uk – Ask Herts for all other general queries

advice@hertfordshire.su – advice and support from the Hertfordshire Students' Union

12 VERSION CONTROL

Jun 19, Mar 20, Jun 20 & Sep 20 changes

Section	Amendment
Jun 2019 revisions	
2.4	'Prior to' added to Semester A, B & C no fee liability dates
2.10.1	Link to international payment portal amended
Mar 2020 revisions	
2.5	Revision of methods of payment
2.9	Example date revision Paragraph added referring to SACs process
2.10.2 & 8.2.2	Discount adjustments for withdrawing students
7	UH Online Undergraduate & Postgraduate full fee per level
10.7	Deferred Students clarity on charges
10.8	Insertion of Degree Apprenticeships
Jun 2020 revisions	
2.1	Clarification of the definition of UH Online
2.4	Liability date amended for courses starting 26/10/20

2.5	Clarification of terms relating to funding bodies
2.8	Clarification regarding Key Facts document
2.10	Clarification regarding refund of deposit
2.10.2	Full payment discount date amended for courses starting 26/10/20
5.3	Applied Mental Health fee correction
9.1	Link to staff discount amended
10.7	Clarification regarding deferred modules
11	Updated contact details
Oct 2020 revisions	
6.1	Inclusion of Research fees column for P/T International based in UK Revisions to fees in Schedule C& R and the inclusion of Schedule V
6.3, 6.8, 6.9 & 6.10	Amendment to narrative for accuracy and clarification
6.11	Included contact email address for SRE
7.1	Revision to UG UH Online fee
March 2021 revisions	
2.4	Revision to Sem B Liability date from 1/2/21 to 23/2/21
2.6	Sanctions for non-payment of tuition fees – clarity
2.10.1	Payment of the Deposit - clarity
2.10.2	Revision to International Full Payment Discount deadline to 25/2/21