

# University of Hertfordshire

## Fees and Finance Policy

### 2018/19

(Academic Year – 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019)

## 1 INTRODUCTION

The purpose of this document is to outline details of our tuition fee policy for all students studying in the 2018/19 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 OFFA (<https://www.offa.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, 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  
Head of Student Centre  
11th August 2017

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## 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](http://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 laboratory based or non-standard in this policy.

*Mode of study*; our part time and online 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 2018/19, but please see Section 2.7 below for information about when fees might change for subsequent years.

The fee payable by a student for 2018/19 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 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.

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 can be re-assessed if circumstances have changed since the start of the original course.

*\* At the point of writing the University is unaware of any changes to funding arrangements resulting from Brexit and the implications for European students on changes to the Erasmus scheme.*

### 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 UHOnline 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
Until 1 <sup>st</sup> October 2018	No fee liability
1 <sup>st</sup> October 2018	25% of tuition fees
7 <sup>th</sup> January 2019	50% of tuition fees
29 <sup>th</sup> April 2019	100% of tuition fees
Student starting in Semester B	
Until 25 <sup>th</sup> January 2019	No fee liability
25 <sup>th</sup> January 2019	25% of tuition fees
12 <sup>th</sup> April 2019	50% of tuition fees
17 <sup>th</sup> May 2019	100% of tuition fees
Student starting in Semester C	
Until 31 <sup>st</sup> May 2019	No fee liability
31 <sup>st</sup> May 2019	25% of tuition fees
4 <sup>th</sup> October 2019	50% of tuition fees
3 <sup>rd</sup> January 2020	100% of tuition fees

## 2.5 Payment of tuition fees

Home/EU undergraduate students who are eligible and have a confirmed Tuition Fee Loan in place will have their fees paid directly to the University by the Student Loans Company. For all other students, tuition fees must be paid in line with the liability dates outlined in Section 2.4 above.

If an employer or other sponsor is paying the tuition fees the student will need to provide a completed and signed sponsor form 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, debit card or cash (pounds sterling). For details of how to pay,

<http://www.herts.ac.uk/apply/fees-and-funding/payments/tuition-fee-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/hardship-fund>

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, which will prevent the student from accessing StudyNet material, submitting assignments or registering for award ceremonies
- (ii) Withdraw you from your course
- (iii) bar the student from returning in the following year
- (iv) bar the student from attending his/her graduation ceremony
- (v) refuse to 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 apply 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](http://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 2018/19 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 for current students\* who start a new course, or change their mode of study, 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†. Fees will not be increased each year by more than RPI + 6% from the previous year's fees for the relevant year. At the time of writing, for the 2018/19 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, although the University is awaiting guidance from government on the allowed increase for 2018/19.
- 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 registered with the University in the 2018/19 academic year.

† Increases in fees are subject to formal Parliamentary approval. In 2017/18, there was an increase of £250 (for full-time students) on the previous year's fees cap. The maximum amount is expected to be further increased in future years by an inflationary amount to be determined each year by the government. RPI (Retail Prices Index) is one of the measures of inflation in the UK published monthly by the Office for National Statistics - <https://www.ons.gov.uk/economy/inflationandpriceindices>. It measures the changes from month to month in the cost of a representative "basket" of goods and services bought by consumers within the UK. Each year, the University will use the percentage change in RPI (or, if RPI is abolished, in a broadly comparable index) from the preceding year's March figure to the current year's March figure for the purposes of calculating



*the change in RPI to be used in determining any increase in the following academic year's fees. So, in setting fees for the 2018/19 academic year, the relevant change in RPI will be from (i) the figure for March 2016 to (ii) the figure for March 2017. To give a hypothetical example of how this might work: (i) if the increase in RPI from March 2016 to March 2017 is 2.5% (in the 12 months to July 2016 the actual increase was 1.9%), and (ii) if a student's full-time annual fees for 2017/18 were £10,000, then the maximum full-time tuition fees that the University could charge that student for the 2018/19 academic year would be £10,850 (£10,000 increased by 8.5 (2.5+6) %).*

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

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 <http://www.herts.ac.uk/apply> and which is also sent to students with their **Offer**).

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) 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 (ie 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, etc.

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 1<sup>st</sup> October 2018 will be liable for 25% of their 2018/19 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 other UK 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 2018/19, "rests" after the 1<sup>st</sup> liability date, they will pay 25% of their 2018/19 fee. If they recommence in the academic year 2019/20 and study the full year then they will be liable for 100% of the 2019/20.

## 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:

- Have been assessed as international for fee purposes, and
- Are in their first year of study at the University, and
- Require Home Office sponsorship to study in the UK

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 of the deposit can take a variety of forms:

- Online at [www.pay.herts.ac.uk/deposits](http://www.pay.herts.ac.uk/deposits)
- Banker's draft in the currency of pounds sterling made out to 'The University of Hertfordshire'.
- Bank transfer to "The University of Hertfordshire" quoting the student ID number
- Debit cards drawn on a UK bank incur no charges
- All credit cards and overseas debit cards incur a charge of 1.5%

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.

If the student's application for a visa is refused, or if they do not meet the academic conditions contained in their **Offer**, the full deposit will normally be refunded. However, the University will withhold 100% (£5,000) of the deposit if there is evidence of a fraudulent visa application, such as the submission of fake documentation to the Home Office, as compensation for the administrative costs it will incur.

Otherwise, if the student decides not to come to the University and does not complete their registration by the latest permitted registration date, the University will also withhold 50% (£2,500) of the deposit as compensation for the administrative costs it will incur.

### 2.10.2 Full payment discount

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

- 28<sup>th</sup> September 2018 for Semester A entry
- 1<sup>st</sup> February 2019 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 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
- Online courses
- Courses that attract a non-standard fee

### 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 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 2018/19

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
<b>Standard</b>	£3,465	Band 1: £8,740 Band 2: £8,980 Band 3: £9,000	Band 1: £8,990 Band 2: £9,000 Band 3: £9,000	£9,000	£9,000	£9250	£9250
<b>College*</b>	£3,465	£5,800	£5,000	£5500	£6,000	£6,000	£6165

(\*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 2018/19 or commencing a new course will be subject to this new fee regime and will be considered as Home/EU students as above.

Returning Channel Island students’ fees will be dependent upon the fees set by the appropriate authority at that time.

Isle of Man - <http://www.gov.im/categories/education,-training-and-careers/student-grants>

Guernsey - <http://www.education.gg/unifunding>

Jersey -

<http://www.gov.je/Working/Careers/16To19YearOlds/EnteringHigherEducation/FinancingHigherEducationCourses/Pages/index.aspx>

### 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 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
<b>Standard</b>	£435	Band 1: £1095 Band 2: £1120 Band 3: £1125	Band 1: £1120 Band 2: £1125 Band 3: £1125	£1125	£1125	£1155	£1155**
<b>College*</b>	£435	£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 2010/11	If you started 2011/12 or 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
<b>Classroom based courses</b>	£8,000	£9,000	£9,500	£10,100	£11,000	£11,350	£11,950
<b>Laboratory based courses</b>	£8,000	£10,000	£10,000	£10,600	£11,500	£11,850	£11,950

### 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 2009/10 or 2010/11	If you started in 2011/12 or 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
Classroom based courses	£1070	£1125	£1190	£1265	£1330	£1420	£1500
Laboratory based courses	£1070	£1250	£1250	£1325	£1395	£1485	£1500

### 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.

### 3.6 Degree Apprenticeships

Higher and Degree Apprenticeships are funded via the [Education and Skills Funding Agency \(ESFA\)](#).

To be eligible to study an Apprenticeship a student must be employed, and their employer willing to fund them, for the duration of the programme via ESFA funding. Tuition fees cannot be paid for by the apprentice.

Where an employer has an annual wage bill of £3 million or more, they will be required to pay into the Apprenticeship Levy via HMRC, more information can be found at [Gov.uk](#).

Where an employer does not have an annual wage bill above £3 million, they can take advantage of the ESFA's co-investment scheme, more information can be found at [Gov.uk](#).

For further information regarding the funding for Higher and Degree Apprenticeships please contact us at [degree-apprenticeships@herts.ac.uk](mailto:degree-apprenticeships@herts.ac.uk)

## 4 POSTGRADUATE TAUGHT PROGRAMME FEES FOR 2018/19

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 2018/19 are

Course type	If you started 2012/13	If you started in 2013/14	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
Classroom based courses	£5,100	£5,250	£5,450	£5,750	£6,100	£6,450	£8000
Laboratory based courses	£6,500	£6,700	£6,900	£7,250	£7,700	£8,150	£8000

PGCE students will be subject to the standard home tuition fee, currently £9250.

Please see the following link for a list of courses that will be charged the Lab/workshop based fee, <http://www.herts.ac.uk/apply/fees-and-funding/postgraduate/lab-and-workshop-fees-for-full-time-postgraduate-students>



## 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 2012/13	If you started in 2013/14	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
<b>Classroom based courses</b>	£425	£440	£455	£480	£510	£540	£665
<b>Laboratory based courses</b>	£540	£560	£575	£605	£645	£680	£665

This includes students studying at collaborative partners/institutes in the UK.

## 4.3 Full time International Fees

Standard international tuition fees for new students or those entering a new course in 2018/19

Course Type	If you started in 2009/10 or 2010/11	If you started in 2011/12 or 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
<b>Classroom based courses</b>	£9000	£10,000	£10,500	£10,800	£12,000	£12,100	£12,500
<b>Laboratory based courses</b>	£9000	£11,000	£11,000	£11,300	£12,500	£12,600	£12,500

Please see the following link for a list of courses that will be charged the Lab/workshop based fee, <http://www.herts.ac.uk/international/fees/postgraduate/lab-and-workshop-fees-for>

#### 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 2009/10 or 2010/11	If you started in 2011/12 or 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
<b>Classroom based courses</b>	£800	£840	£875	£900	£945	£1010	£1040
<b>Laboratory based courses</b>	£800	£920	£920	£945	£995	£1050	£1040

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

### 5 NON-STANDARD FEES FOR 2018/19

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

Course	International	Full Fee per level (120 credits)
	Course code	
Foundation Certificate English for Academic Purposes (Full Year)	HEEAS	£10,125 (£9250 Home/EU Fee payers)
Foundation Certificate English for Academic Purposes (Half Year)	HEEAS	£5430
International Foundation Programme (Full Year)	HEIFP	£10,125 (£9250 Home/EU Fee payers)
Pre-sessional English 1 (6 weeks)	HEPSE	£1800
Pre-sessional English 2 (11 weeks)	HEPSE	£3300
Pre-sessional English 3 (15 weeks)	HEPSE	£4500
Pre-sessional English 3 (18 weeks)	HEPSE	£5400

## 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	£9250	£1155	£14,890	£1860
Arts Therapies and Wellbeing Foundation (UH Cert)	CTATWF	£1785	£595	NA	NA
Clinical Imaging (Cert HE)	HHRAP	£1135	NA	NA	NA
Diagnostic Radiography and Imaging BSc (Hons)	HHRGI	£9250	£1145 placement fee	£16,500**	NA
Dietetics BSc (Hons)	HHDiet	£9250	NA	£16,000**	NA
Financial Management BSc (Hons)	BSFMN	£9250	£1155	£14,295	£1785
Nursing with Registration (Adult) BSc (Hons)	HHNURA	£9250	£1155	£15,000**	NA
Physiotherapy BSc (Hons)	HHPHY	£9250	£155 placement fee	£15,000**	NA
Primary Education (Referred Placement Fee) (BEd)	HEBP	NA	£1015	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

Course	Course code	Home/EU		International	
		Full Fee per level	Modular Fee*	Full Fee per level	Modular Fee*

Advancing Clinical Pharmacy Practice	HHAPPMSC	£10260	NA	£18,000 With additional placement £40,000	NA
Applied Mental Health Practice (PgCert)	HSMHPPGC	£5010	NA	NA	NA
Art Therapy (MA)	CCARTMA	£6500 for one year (£13,000 full course fee)	£820	£8985 for one year (£17,970 full course fee)	£1120
Business Administration (MBA)	BSNMBA	NA	£1645	NA	£1810
Cognitive Behavioural Therapy (MSc)	HHCBT	£6345	£1315	£6345	£1315
Environmental Management (for Business) (MSc)	HHEM	£7390	£770 (£1245 dissertation module)	£12,500	£1250 (£2005 dissertation module)
Environmental Management (MSc)	HHEM	£7390	£770 (£1245 dissertation module)	£12,500	£1250 (£2005 dissertation module)
Environmental Management with Agriculture (MSc)	HHEM	£7390	£770 (£1245 dissertation module)	£12,500	£1250 (£2005 dissertation module)
Finance & Investment Management (MSc)	BSFIM	£13,460	£1120	£14,775	£1230
Global Business (Dual Award) One semester at UH (MSc)	BSGB	£6045	NA	£6045	NA
Global Business (Dual Award) Two semesters at UH (MSc)	BSGB	£7380	NA	£7380	NA
Legal Practice (LLM)	LALLMLPC	£12,500	£1040	£12,500	£1040
Overseas Pharmacists Assessment Programme	HHAPPPGD	NA	NA	£11,300	£970
Pharmacovigilance (MSc)	HHPV	NA	£1165 (£2500 dissertation module)	NA	£1165 (£2500 dissertation module)
Postgraduate Certificate of Education	HEPGCE	£9250	£1155	£13,685	NA
Postgraduate Certificate of Education Referred placement fee	HEPGCE	£1015	NA	NA	NA

Professional Engineering (MSc)	EIWBM	£12,915	£1075	£12,915	£1075
Project Management Practice(MSc)	BSNCPMPM	Year 1: £4110 Year 2: £4110		Year 1: £4110 Year 2: £4110	
Sustainable Planning (MSc)	HHMSP	£6880	£575	£12,500	£1040
Water & Environmental Management (MSc)	HHEM	£7390	£770 (£1245 dissertation module)	£12,500	£1250 (£2005 dissertation module)
Specialist Community Public Health Nursing (School Nursing) MSc	HHCPHMSC	£8,150	£680	£12,600	£1050
Specialist Community Public Health Nursing (Health Visiting) MSc	HHCPHMSC	£8,150	£680	£12,600	£1050
Specialist Community Public Health Nursing PgDip	HHCPHPGD	£8,150	£680	£12,600	£1050
Specialist Community Public Health Nursing (PG) Individual Modules	HHCPHMIND	£8,150	£680	£12,600	£1050
Specialist Community Nursing PgDip	HHCSNPGD	NA	£680	NA	£1050
Specialist Community Nursing (PG) Individual Modules	HHCSNMIND	NA	£680	NA	£1050
MSc Specialist Community Nursing (Top-Up)	HHCSNMSC	£8,150	£680	£12,600	£1050
MSc Contemporary Nursing (Advanced Practice)	HHMCONAM SC	NA	£680	NA	£1050
Contemporary Nursing (PG) Individual Modules	HHMCONIND	NA	£680	NA	£1050
MSc Contemporary Nursing	HHMCONMSC	NA	£680	NA	£1050
PgDip Contemporary Nursing	HHMCONPG D	NA	£680	NA	£1050
PgCert Contemporary Nursing	HHMCONPG C	NA	£680	NA	£1050
Non-Medical Prescribing (Postgraduate Level 7)	HHPRSCM	NA	£680	NA	£1050
MSc Dietetics (Advanced Practice)	HHDIETMMS C	NA	£680	NA	£1050

Medical Imaging and Radiation Sciences (PG) Individual Modules	HHMIRSIND	NA	£680	NA	£1050
MSc Medical Imaging and Radiation Sciences (top-up)	HSMIRSMSC	£8,150	£680	£12,600	£1050
PgDip Medical Imaging and Radiation Sciences (top-up)	HSMIRSPGD	NA	£680	NA	£1050
MSc Advanced Physiotherapy	HHMPHYMSC	£8,150	£680	£12,600	£1050
Advanced Physiotherapy (PG) Individual Modules	HHMPHYIND	NA	£680	NA	£1050
MSc Advanced Physiotherapy (Neuromusculoskeletal)	HHMPHYNSC	NA	£680	NA	£1050
Advanced Physiotherapy (Neuromusculoskeletal) PG Individual Modules	HHMPHYIND	NA	£680	NA	£1050
MSc Midwifery and Women's Health	HHMWHMSC	NA	£680	NA	£1050
Midwifery and Women's Health (PG) Individual Modules	HHMWHIND	NA	£680	NA	£1050
MSc Paramedic Science	HHPSCMSC	NA	£680	NA	£1040
Paramedic Science (PG) Individual modules	HHPSCIND	NA	£680	NA	£1050
MSc Advanced Paramedic Practice (Critical Care) - Top Up	HHPSCCMSC	NA	£680	NA	£1050
MSc Social Work	HHMSW	£8,150	NA	£12,600	NA
MSc Cognitive Behavioural Therapy	HSCBTMSC	NA	£1315	NA	£1315
PgDip Cognitive Behavioural Therapy	HSCBTPGD	NA	£1315	NA	£1315
PgCert Applied Mental Health Practice	HSMHPPGC	NA	£5010 per 60 credits	NA	£5010 per 60 credits
Musculoskeletal Injection Therapy	7HSK0078	NA	£1135	NA	NA
Abdominal and General Ultrasound	7HSK0088	NA	£1460 per 30 credits	NA	NA
Vascular Ultrasound - Carotids and DVT	7HSK0091	NA	£730	NA	NA

Advancing Neuromusculoskeletal Clinical Practice	7HSK0080	NA	1960 per 30 credit (includes £600 placement fee)	NA	NA
Obstetric Ultrasound	7HSK0089	NA	£1460 per 30 credits	NA	NA
Gynaecological Ultrasound	7HSK0090	NA	£1460 per 30 credits	NA	NA

\*per 15 credit module

## 6 RESEARCH STUDENT FEES FOR 2018/19

These fees are reviewed each year and figures quoted in this document apply only to academic year 2018/19 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 2018 and 31 July 2019.

Schedule	Research Degree Award	Full-time Home/EU	Part-time Home/EU	International (based in UK)	Full-time International Distance-Based	Part-time International Distance-Based
Schedule A	PhD; MPhil	£4,695	£2,345	£12,500 <sup>i</sup>	£6,350	£3,175
Schedule B	Doctorate in Engineering (EngD; MPhil)	N/A	£4675	N/A	N/A	N/A
Schedule C	Doctorate in Clinical	NHS Contract / £22,000 plus	N/A	£22,000 plus placement fees	N/A	N/A

	Psychology (DClinPsy)	placement fees (self funding)				
Schedule D	Doctorate in Management (DMan; MPhil)	N/A	£8,000 (self-funded)  £9,000 (corporate-funded)	N/A	N/A	N/A
Schedule E	Doctorate in Business Administration (DBA; MPhil)	N/A	£4675	N/A	N/A	N/A
Schedule F	Doctorate in Health Research (DHRes; MPhil)	N/A	£3,450	N/A	N/A	N/A
Schedule H	Doctorate in Education (EdD; MPhil)	N/A	£4,215	N/A	N/A	N/A
Schedule J	Doctorate in Medicine (MD; MPhil)	N/A	£2,300	N/A	N/A	N/A
Schedule K	MA by Research  MSc by Research	£4,695 <sup>ii</sup>	£2,345	£12,500 <sup>i</sup>	£6,350	£3,175
Schedule L	Doctorate in Fine Art (DFA; MPhil)	£4,600	£2,3400	£12,500 <sup>i</sup>	£6,350	£3,175
Schedule M	Doctorate in Design (DDes; MPhil)	£4,600	£2,300	£12,500 <sup>i</sup>	£6,350	£3,175
Schedule Q	Doctorate in Education (EdD; MPhil) (Top up schedule)	N/A	£4,215	N/A	N/A	N/A



Schedule R:	Doctorate in Heritage (DHeritage; MPhil)	£4,600	£2,300	£12,500 <sup>i</sup>	£6,350	£3,175
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<sup>i</sup>£500 full payment discount – see 6.4 for conditions.

<sup>ii</sup> A concessionary fee of the standard part-time rate (£2,300) for full-time study is available to self-fee paying candidates enrolled for Schedule K. The concession is not available for candidates enrolled on Schedule A. 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.

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 £6,350, 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, s/he 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

A research student who changes mode of study 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 £2,300 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 additional fees will be charged for this period if the student submits within this deadline. Thereafter the student is liable to pay £767 for each period of 4 months that passes after this deadline for 2018/19, until the student formally submits the amendments/revisions to the Doctoral College.

## 6.10 Higher Doctorate

Fees for the award of Higher Doctorates (LLD; DLitt; DMus, DSc) £6350

To be paid in two instalments:

- Initial instalment to be paid on enrolment £2350
- Second instalment to be paid at the examination stage £4000

## 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 for a status check prior to the issuing of an offer letter.

# 7 UH ONLINE FEES FOR 2018/19

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)	-	£680	-	£680
BA (Hons) Business Administration (Levels 4, 5 & 6 – available part-time)	£5425	£680	£5425	£680
BA (Hons) Business Administration (Top Up) (Level 6 only – available part-time)	£5425	£680	£5425	£680

Business and Sport Management UG (standalone modules)	-	£680	-	£680
BSc (Hons) Business and Sport Management (Levels 4, 5 & 6 – available part-time)	£5425	£680	£5425	£680
BSc (Hons) Computer Science (Levels 4, 5 & 6 - available part-time only)	£5425	£680	£5425	£680
BSc (Hons) Computer Science (Top Up) (Level 6 only - available part-time or full-time)	£5425	£680	£5425	£680
BSc (Hons) Information Technology (Levels 4, 5 & 6 - available part-time only)	£5425	£680	£5425	£680
BSc (Hons) Information Technology (Top Up) (Level 6 only - available part-time or full-time)	£5425	£680	£5425	£680

\*Modular fees are quoted per 15-credit module, however some courses run 30-credit modules. Therefore, modules could charge £680 if 15 credits and £1360 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](mailto:AskUHOnline@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)	-	£680	-	£680
MSc Computer Science (available part-time or full-time)	£8160	£680	£8160	£680
MSc Distributed Systems & Networks (available part-time or full-time)	£8160	£680	£8160	£680
MSc E-Learning Technology (available part-time or full-time)	£8160	£680	£8160	£680
MSc Software Engineering (available part-time or full-time)	£8160	£680	£8160	£680
Production and Manufacturing Engineering PG (standalone modules)	-	£680	-	£680
MSc Manufacturing Management (available part-time only)	£8160	£680	£8160	£680
MSc Operations & Supply Chain Management (available part-time only)	£8160	£680	£8160	£680
Mental Health Recovery & Social Inclusion PG (standalone modules)	-	£680	-	£680
PgCert Mental Health Recovery & Social Inclusion	£2720 (60-credits only)	£680	£2720 (60 credits only)	£680
PgDip Mental Health Recovery & Social Inclusion	£5440 (120 credits only)	£680	£5440 (120 credits only)	£680

MSc Mental Health Recovery & Social Inclusion( <i>available part-time only</i> )	£8160	£680	£8160	£680
Master of Public Health PG (standalone modules)	-	£680	-	£680
MPH Master of Public Health( <i>available part-time or full-time</i> )	£8160	£680	£8160	£680
MA Global Film and Television( <i>available part-time only</i> )	£8160	£680	£8160	£680
MA Illustration ( <i>available part-time only</i> )	£5880	£490	£8160	£680
MA Graphic Design ( <i>available part-time only</i> )	£5880	£490	£8160	£680

\*Modular fees are quoted per 15-credit module, however some courses run 30-credit or 60-credit modules. Therefore, modules could charge £680 if 15 credits and £1360 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](mailto: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 21<sup>st</sup> September 2018
- ii. For study within semester B (Jan-Jun) – Friday 11<sup>th</sup> January 2019
- iii. For study within semester C (Jun-Sep) – Friday 17<sup>th</sup> May 2019

### 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
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Semester A	Fee liability is 25% from 1 <sup>st</sup> October 2018 Fee liability is 50% from 22 <sup>nd</sup> October 2018 Fee liability is 100% from 26 <sup>th</sup> November 2018
Semester B	Fee liability is 25% from 21 <sup>st</sup> January 2019 Fee liability is 50% from 4 <sup>th</sup> February 2019 Fee liability is 100% from 18 <sup>th</sup> March 2019
Semester C	Fee liability is 25% from 27 <sup>th</sup> May 2019 Fee liability is 50% from 10 <sup>th</sup> June 2019 Fee liability is 100% from 22 <sup>nd</sup> July 2019

## 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 or taught research degree, provided he/she has 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
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### 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 Career Development Loan or Postgraduate loan from the Student Loans Company). **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

<http://www.herts.ac.uk/international/fees/scholarships/uh-graduate-scholarship>

## 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

<http://www.staffnet.herts.ac.uk/human-resources/staff-benefits/fee-waiver-for-staff.htm>

There is a 50% fee remission applicable to staff of the University's wholly owned subsidiary companies and/or UK Partner Organisations (a list of which is available on the University's website at <http://www.herts.ac.uk/about-us/partners-and-friends/uk-partners>)

### 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 <http://www.staffnet.herts.ac.uk/human-resources/staff-benefits/tuition-fee-waiver-for-the-children-of-staff.htm>

## 10 ADDITIONAL INFORMATION

### 10.1 Repeat Students: Examinations and Tuition Fees

The published tuition fee covers the first diet of resit assessments in 2018/19, 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 other 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 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 (UPR AS14 refers).

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 UHOnline) or Section 7.4 for UHOnline 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 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 will lose their existing fees package and will be liable for the fee package applicable to 'new' students in 2018/19 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. 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 entry 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.

## 11 CONTACT DETAILS

If you have any queries in relation to this policy or its application then advice can be obtained from the Student Centre. The Student Centre is located within the Hutton Hub on the College Lane campus, 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](mailto:student-finance@herts.ac.uk) – for fee, invoicing, debt queries

[funding@herts.ac.uk](mailto:funding@herts.ac.uk) – any Student Loans Company/Student Finance England questions

[payus@herts.ac.uk](mailto:payus@herts.ac.uk) – to make a payment or if you are having difficulties doing so

[financial-support@herts.ac.uk](mailto: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](mailto:SRE@herts.ac.uk) – Student Registration and Enrolment, fee waiver, fee category queries

[Research-Degrees@herts.ac.uk](mailto:Research-Degrees@herts.ac.uk) - Research Office

[ISS@herts.ac.uk](mailto:ISS@herts.ac.uk) - International Student Support for all international queries

[Askherts@herts.ac.uk](mailto:Askherts@herts.ac.uk) – Ask Herts for all other general queries

[advice@hertfordshire.su](mailto:advice@hertfordshire.su) – advice and support from the Hertfordshire Students' Union