

Harper & Keele

VETERINARY SCHOOL

Fees and Charges Information for the academic year 2021/22

Overview

This document sets out the approved University fees¹ to be paid by new and continuing students in 2021/22. The School reserves the right to increase fees each subsequent year in line with government guidance and any cap on fees applied by the government. You should, therefore, budget for modest increases. The School anticipates that any increase will be supported by the Government's student financial support system for regulated courses.

This document also includes details on approved on-campus accommodation prices for 2020/21 for Harper Adams University and Keele University. A small number of additional costs might also be incurred. These costs are indicative, based on projected and historical information. The Harper & Keele Veterinary School reserves the right to amend these costs. An indication of other course-based study costs is also included to help you plan your personal expenditure.

This document is available on the School website at:

<https://www.harperkeelelevetschool.ac.uk/>

¹ Please note that this document uses the term 'University Fees' as a clearer alternative to 'Tuition Fees'. This is to more clearly articulate that fees contribute to the full costs of the course. The University or Tuition fee contributes towards:

- Lectures, tutorials and practical teaching events.
- Access to the libraries at both host institutions, and their associated resources
- Access to online learning resources and activities.
- Access to computer facilities at both host institutions, and their associated resources
- Assessment arrangements.
- Support & wellbeing services at your host institution.

Applicant, course, module and student administration (including meeting statutory requirements).

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Making your Payments

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

At the beginning of the academic year, you will be invoiced for your University Fees and Accommodation Charges, where applicable, for the entire year. For those with a support package from Student Finance, university fees are normally paid directly to the Host University, whereas accommodation and other charges are paid by the student, using any maintenance loan, which is paid directly to the student early in the first term, usually within the first fortnight, or other personal funds. For those without a support package, University Fees are invoiced in October of each academic year, with payment in two equal instalments in October and January of each academic year.

University fees for full time students are due for payment no later than 14 days from the date of the invoice, unless an instalment plan is agreed. The Finance Office at your Host Institution should be advised as soon as possible if you have applied for a Tuition Fee Loan through a Student Finance authority, in order that records can be updated.

Payments for students hosted with Harper Adams University can be made online at:

www.harper-adams.ac.uk/epayments

Payments for students hosted with Keele University can be made online at:

<https://www.keele.ac.uk/finance/income/paymentmethods/onlinepayments/>

For more information on the payment of University fees, please see Page 4 and for Accommodation charges, please see Page 6.

Financial Assistance

Undergraduate students who are eligible to pay 'Home Fees' (typically UK and EU resident students) and who are new to Higher Education are anticipated to be able to access financial support toward the costs of their studies through Student Finance. If you apply for a Tuition fee loan, this will be paid directly to the University on your behalf. Further information is available at:

<https://www.harperkeelelevetschool.ac.uk/>

Students not eligible for Tuition fee loans, such as those who may have already received a loan from Student Finance for previous study, must make their own arrangements to pay their fees. This could be in the form of financial sponsorship, where available and applicable. If you are not paying your fees directly yourself, you must provide the Finance Office at your Host Institution with evidence of who is doing so.

Difficulties with Payments

If you are in financial difficulty and are unable to make payments on time, you are required to contact the Finance Office at your Host Institution. Contact information provided below.

It is important the relevant Finance Office is contacted as soon as you realise you are unable to meet your financial commitment, as they will be able to discuss your circumstances and offer guidance on your situation. While the Host University is willing to be as flexible as reasonably possible for students with financial difficulties, a sanction policy is in place at each Host Institution, which is strictly applied to students who are not pro-active in making arrangements. This policy includes provision for not permitting enrolment in to subsequent academic sessions and appointing debt collection agencies. This policy is available from each Host Institution's website as follows:

Harper Adams Collection of Student Debt Policy:

http://cdn.harper-adams.ac.uk/document/page/187_Collection-of-Student-Debt-Policy.pdf

Keele Charging and Payment of Student Fees Policy:

<https://www.keele.ac.uk/media/keeleuniversity/fait/finance/income/keeleonly/Regulation%2014%20-%20revised%20Mar%202019.pdf>

Staff are available at both sites to offer students advice on money management and can advise students on the application process for need-tested hardship loans or grants. Staff are also available at both sites to provide assistance for students who have problems applying for and accessing support through the Student Finance Authorities.

University Fees 2021/22

The fees detailed in Tables 1 and 2 are for one year of full-time equivalent year of study. Students are liable for University fees for each year of their course. The Host Universities reserve the right to increase fees each subsequent year by no more than the rate of inflation (RPI-X), in line with government guidance and any cap on Tuition fees applied by the government.

Table 1: Full-time Study Undergraduate University Fees for New Entrants in 2021/22

Student Eligibility	New Entrant Fee per Year
UK	£9,250
Isle of Man & Channel Isles	£19,250
EU / Overseas	£33,000

Table 2: Full-time Study Undergraduate University Fees for Continuing Students in 2021/22

Student Eligibility	Continuing student Fee per Year
UK / EU	£9,250
Isle of Man & Channel Isles	£19,250
Overseas	£33,000

For Undergraduates with a support package from the SLC, University Fees are normally paid directly to the University. For full-time Undergraduates who are not in receipt of a Student Finance tuition fee loan, your University Fees can be paid in full or in three termly instalments, by the deadlines given below.

- By 18th October 2021 – 34% due
- By 24th January 2022 – 33% due
- By 9th May 2022 – 33% due

University Fee Financial Liability for students who withdraw from their studies (2021/22)

Should you leave your studies prematurely (withdraw), you will still be liable for at least a proportion of the costs incurred. The liability dates for University fees are set out in Table 3.

Table 3: University Fee Liability points for Students Studying in 2021/22

Student liability point	Start of Range	End of Range	Liability %
0	31 st July 2021	17 th Oct 2021	0%
1	18 th Oct 2021	23 rd Jan 2022	25%
2	24 th Jan 2022	8 th May 2022	50%
3	9 th May 2022	30 th July 2022	100%

Financial Liability for students who postpone their studies (2021/22)

Student postponement requests are granted at the discretion of the School. The amount that you will be charged for the academic year is dependent on the date you finalise your postponement. If you have paid in advance your University fees and Accommodation charges, you may be eligible for a refund in line with liability dates. Please enquire at the School Office should you wish to discuss postponement.

You will be charged in line with the liability points as for withdrawing students as in Table 3 for University fees. Liability points in relation to Accommodation Charges are detailed in the Accommodation Charges section of this document, and are Host Institution specific. It is important that you pay attention to the liability dates particularly if you are postponing near the end of a term or vacation period.

Following a period of postponement (normally granted for a maximum of one year), when you return to study, in most cases at the start of a new academic year, you will be required to complete the entire year again, other than for any modules which you successfully completed in full before your postponement. All assessment components of partially completed modules are disregarded. You will be required to pay University fees for that year.

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

Accommodation Charges 2021/22

Both Harper Adams University and Keele University sites offer a wide range of accommodation. The costs for these are detailed below and are Host Institution specific. All services and facilities associated with the accommodation charge (such as catering and laundry) are Host Institution specific and Host Institution limited.

Accommodation options and costs at Harper Adams University

Accommodation charges are paid by the student, with either their own funds or any Student Finance maintenance loan, which is paid directly to the student early in each term, usually within the first fortnight. You can pay in full or request to pay termly by accessing the payment gateway and selecting your accommodation charges to be paid ‘by instalment’ via Recurring Card Payment. The deadlines for payments by instalment are as below;

- By 18th October 2021 – 34% due
- By 24th January 2022 – 33% due
- By 9th May 2022 – 33% due

Table 4: Board and Residence Charges for 2020/21 for Hall of Residence and University Houses eligible for occupancy by Harper Adams hosted Students

		Catered En-suite	Catered Standard	Catered Single	Catered Shared	Self-Catered En-suite
Room Type	40 weeks	£6,742	£5,907	£5,490	£4,370	£5,080
Additional Information	Areas	Gloucester Harris	Boughey Bradford Ward	Uni Houses	Uni Houses	Pitchside & Courtside Halls
	Description	Single room	Single room, wash basin and shared facilities	Single room and shared facilities	Shared room and shared facilities	Single room
	Catered *	Yes	Yes	Yes	Yes	No
	Laundry incl.	Yes	Yes	Yes	Yes	No

* Catered accommodation is inclusive of three meals a day, Monday to Friday, term-time only, served in the dining room. A ‘pay as you eat’ service is available at weekends at open catering outlets. Non-catered accommodation includes either shared snack kitchens equipped with microwaves, kettles, toasters and fridges (Gloucester & Harris) or shared kitchen diners fully equipped with ovens, microwaves, kettles, toasters and fridge freezers (Boughey, Bradford, Ward and Uni Houses).

Hall charges also include regular cleaning service (term-time only), heating, lighting and internet access. All residents need to provide their own bedding, (with the exception of International students for whom this can be provided at an additional cost) and those in self-catering accommodation need to provide their own pots, pans, utensils, plates and cutlery. All students will need to budget for pay-as-you-go costs for laundry.

Accommodation is payable in three instalments, one per term. All rooms are subject to a £300 room deposit, payable as part of the accommodation offer acceptance process, refundable (less deductions for damages or other outstanding accommodation charges) at the end of the fixed term Accommodation Licence Agreement. If you are unable to make a full deposit payment at the time of the accommodation offer acceptance, please contact the Harper Adams Finance Office (see page 16 contact list), who will be able to assist you. There is a £50 fee to manage the costs associated with student requests to change rooms.

Prices have been calculated to reflect the provision of services (eg meals for catered students, cleaning and laundry as appropriate) on a term time only basis. The Accommodation Licence Agreement sets out the detailed and definitive arrangements of the services provided. Subject to availability, it may be possible to extend the period of stay for an additional cost.

Whilst you will be invoiced for the whole licence agreement period charge at the commencement of your stay, you will have the option of paying in three instalments, which align with the start of each term, as detailed in your accommodation agreement. Should you postpone your studies or leave the University prematurely, you will still be liable for accommodation charges as in Table 4b, unless otherwise stated in your Accommodation Licence Agreement. It is important that you pay attention to the liability dates for both your University fees and accommodation charges, particularly if you are withdrawing or postponing near the end of a term.

Further Information about accommodation at Harper Adams University is currently available on the [Harper Accommodation Webpages](#).

Table 5: Accommodation Liability Points

Student liability point	Start of Range	End of Range	Liability %
1	26 th September 2021	29 th November 2021	1st Term charge
2	30 th November 2021	17 th January 2022	1st Term + Christmas period charge
3	18 th January 2022	1 st July 2022	Full charge for the whole tenancy

Accommodation options and costs at Keele University

**** Please note that the information below is for 2020-21 entry and therefore subject to change for 2021-22 entry ****

Keele campus accommodation is self-catered and available on 41-week occupancy starting 21st September 2020 and departing 3rd July 2021. Catered packages are available directly from the Catering team.

Table 6: Room Types & Costs for 2020/21 academic year

En-suite Plus	Shared Flat/House	Classic Plus
£6672.34	£4645.30	£4558.38
Oaks	Barnes Hall Horwood Hall	Horwood Hall

All rents include utility bills, cleaning of communal areas, and Wi-Fi.

Accommodation is payable in three instalments; October, January and April. All rooms are subject to a £450 advance payment, which comprises of £150 refundable deposit (less deductions for damage or other outstanding charges) and £300 towards the first instalment of accommodation fees. If students are unable to pay the advance payment, please contact the Student Accommodation Office for a deferred payment form. There is a £25 administrative fee for room moves or exchanges.

Please see here for Keele Terms and Conditions of Occupancy¹:

<https://www.keele.ac.uk/discover/accommodation/downloads/>

There is an opportunity to extend occupancy periods (e.g. to cover all or part of summer vacation) or book alternative accommodation if needed by contacting:

accommodation@keele.ac.uk

Further Information about accommodation at Keele University is currently available on the

[Keele Accommodation Webpages.](#)

Liability

Should Keele hosted students postpone their studies or leave the School prematurely, they will be liable for at least 28 days occupancy fees from the date of confirmation letter, unless otherwise stated in their accommodation contract. It is important that they thoroughly check the Terms and Conditions of Occupancy before accepting the accommodation contract.

¹ These are reviewed annually and published in January when price levels are published

Course related costs 2021/22

In addition to the published University fee and Accommodation charges, students should also bear in mind that there will be additional costs, which they need to consider as part of their course of study, including the costs ordinarily expected as part of Higher Education study, such as stationery, printing assignment work or documents from learning resources and core textbooks.

On occasion, assessment tasks require students to make their own transport arrangements to undertake off-site visits for research purposes. Depending on the nature and choice of extra mural studies and clinical placements carried out by students, this may also incur additional costs (such as travel for field work, postage for survey work, vaccinations for periods overseas and additional printing costs). All students are required to travel, and attend their allocated placements as a course requirement. Every effort is made to balance the travel burden for each student over the 5-year course, but it is not possible to give every student placements that involves limited travel.

All students are expected to arrange to protect themselves against infection from Tetanus (the Tetanus Toxoid vaccine)

Students may find that having a Wi-Fi enabled device, such as a tablet, laptop, or in some cases a smartphone, will reduce their printing costs by having digital information more readily to hand. All students will be supplied with a iPad free of charge during their studies (NB. A charge will be made in the event of loss or damage to the iPad)

Table 7 provides a list of indicative equipment costs that a student should anticipate and budget for when undertaking study at the Harper & Keele Veterinary School. These costs are specific to the nature of the course, and are in addition to costs such as books and printing costs. The items on the list below, with the exception of calculators and stethoscopes, will be available for all Harper & Keele Vet School students to purchase through the Harper Adams on-line shop in the first few weeks of the course.

Table 7: Indicative equipment costs

Item(s)	Quantity	Item Cost	Total Cost
Waterproof boots with steel toecaps	1	£22	£22
Boiler suits	1	£20	£20
Scrub top	2	£15	£30
Waterproof top & trousers	1	£60	£60
Calculator*	1	£5 - £50	£25
Stethoscope **	1	£35-£70	£35
Parlour top	1	£35	£35
BVA membership/insurance (Free first year of membership then £44 for each subsequent year)	-	-	£0
Total			£330

* In order for your calculator to be permitted in examinations, it must be on the approved list, which can be found [here](#).

** Whilst cheaper stethoscopes are available, it is anticipated that students will wish to obtain a stethoscope that will partner them through both their academic and professional lives (the Littmann

Lightweight II SE's £35.00 will be adequate for study, however the Littmann series III at £70 will be most useful post-graduation).

Car parking costs 2021/22

Harper Adams University Campus

Car parking is free of charge at the Harper Adams site although students do need to register for an electronic permit to be able to use parking facilities. More information on Harper Adams Car parking is available at:

<https://www.harper-adams.ac.uk/university-life/our-university/travel-information.cfm>

Keele University Campus

At Keele, permits are chargeable and are issued based on eligibility criteria.

In order to be eligible to apply for a permit at Keele, you must be in one or more of the following groups:

- Students with health issues that restrict their use of public transport
- Registered Blue Badge Holders (although the permit is free, you will still need to apply).
- Students registered on the Sports Centre's Talented Athlete Programme
- Students with principal caring responsibilities ie parent of a child in pre-school childcare or in primary school and/or registered carer for a partner or relative
- Student society or club members who look after club equipment that has to be stored off campus
- Students who serve in the British Armed Forces reserves
- Post-Graduate students whose journey from their term-time address is more than a 1 hour journey from the campus
- Students on placements who have to travel from the campus to their placement – where the placement:
 - o Occurs outside of a 1 hour journey radius; or
 - o Starts or finishes when public transport is not operating; or
 - o Starts or finishes at a time when only private transport will assist the student in meeting both placement and academic requirements.
- Commuter students i.e. those living in the family home during term-time

More information on Keele car parking, including permit costs and pay and display charges are available at:

<https://www.keele.ac.uk/connect/howtofindus/parking/>

Additional Charges 2021/22

All Students

Charges for Duplicate Certificates and other documents

Materials associated with the confirmation of an award are available through the Student Records Team at Keele. More information can be found at:

<https://www.keele.ac.uk/recordsandexams/studentrecords/>

The services offered are available via the online store:

<https://estore.keele.ac.uk/product-catalogue/directorates/student-and-academic-services>

The fees are as follows:

- Replacement certificate (including standard postage) £50
- Certified True Copy of a certificate (including standard postage) £10
- Confirmation of Award/Studies (including standard postage) £10
- Copy of Final Transcript (including standard postage) £10
- Prices for the above service increase should the student request a tracked method of posting.

All student requests for personal references should be made to the School Office, and do not incur a charge.

Reference and/or confirmation of awards/studies requests submitted by third parties are handled on our behalf by HEDD who charge £12 for this service. Enquiries of this nature can be directed to the HEDD at:

<https://hedd.ac.uk/>

Module descriptors and Programme specifications can be accessed via the School Office on request.

Students' Union Fees 2021/22

Harper Adams University Students' Union

By paying the optional Harper Adams site SU social fee, students are entitled to free entry to the vast majority of the events in the Main Bar at the Harper Adams site and tickets to any chargeable events at the Harper Adams site will be available at a subsidised price (non-social fee holders pay a higher ticket price).

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

Keele University Students' Union

Keele SU hosted events are charged on a pay per event basis.

Useful Contacts

If you have any queries relating to anything in this booklet, please contact the School Office in the first instance, the contact details for which are available at:

www.harperkeelelevetschool.ac.uk

Other useful contact details:

Finance Office (Harper Adams)
T: 01952 815214
E: studentinvoicing@harper-adams.ac.uk

Finance Office (Keele)
T: 01782 734324
E: finance.income@keele.ac.uk

Accommodation Office (Harper Adams)
T: 01952 815286
E: accommodationoffice@harper-adams.ac.uk

Accommodation Office (Keele)
T: 01782 733065
E: accommodation@keele.ac.uk

Exams Office (Keele)
T: 01782 734000
E: exams@keele.ac.uk

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Lead	Head of Harper & Keele Veterinary School
Policy to be reviewed	Annually
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