

Information Centre and Reception

The Information Centre's are located in the Main Reception area at both Broxbourne and Ware Campus.

The Information Centre's opening hours

Monday to Thursday 9am - 4.30pm

Friday 9am - 4pm

You can come and see us in person or you can contact us by phone on 01992 411411 or email, info@hrc.ac.uk

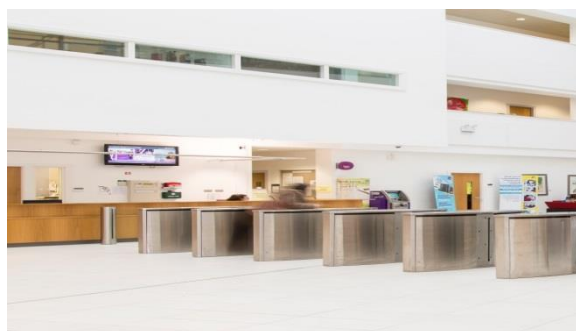


The information Centre staff are here to offer you impartial Information Advice and Guidance (IAG) to enable you to make the right choices when choosing your course.

Come and speak to us if you would like to apply for a course we can help you with your application and talk you through the admission process.

We also provide the following services:

- **Course information and entry requirements**
- **Fee information regarding; payment plans, concessions, Advanced Learning Loan and financial support**
- **Payment of outstanding fees**
- **ID cards (if you do not have your ID, you will not be allowed entry to the college and will need to pay £3 for a replacement)**
- **Full and Part time Admissions**
- **Information about our Student Services**



Our Reception opening hours:

Broxbourne	
Monday and Wednesday	8.30am - 9.30pm
Tuesday and Thursday	8.30am - 5pm
Friday	8.30am - 4.45pm
Ware	
Monday and Wednesday	8.30am – 5pm
Tuesday and Thursday	8.30am – 9.30pm
Friday	8.30am - 4.45pm

(No reception after 5pm Monday to Thursday during holidays)

Our Receptionist can help with you with:

- **Booking an appointment for Careers Advice, Connexions**
- **ID cards**
- **Student car parking permit**
- **Issuing Student Certificate Letters for the Council Tax office**
- **Lost Property**
- **If you require a First Aider**