**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 at the Broxbourne and Ware Campus are as follows:**

Monday to Thursday 8.30am – 4.45pm
Friday 8.30am - 4.30pm

Our Receptionist staff can help with you with:

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