Academic English Programme: Terms and Conditions

The following sections outline the various terms and conditions related to the ‘Academic English Programme’. These refer solely to the courses administered by the International Study and Language Institute at the University of Reading. These terms and conditions relate only to this school and not any other course or programme administered by the University of Reading.

Acceptance onto the course

Students will be allocated places on the course on a first come, first serve basis. The sooner you apply, the more likely you will be guaranteed a place in your preferred class.

If at first you are not allocated a place in a class, you will be put on the waiting list for your preferred class. Those on a waiting list will be notified when a space becomes available. Priority will be given to students who are not enrolled on Academic English courses within their subject departments.

You should not attend a class until you have confirmation of acceptance.

Course Cancellations

When you receive your acceptance email, please let AEP (aep@reading.ac.uk) know straight away if you cannot attend the day and time given, so that we can give your place to someone on the waiting list. We will try and put you in a class which is convenient for you; however this is not always possible.

Class Absence

If you are unable to attend a class, please email both AEP (aep@reading.ac.uk) and your class teacher prior to class or at the latest 24 hours after the class time.

Failure to notify us of your absence will lead to your place on the course being given to another student on the waiting list. You will be notified if this happens.

Exchange Students & Staff

Exchange students (including Erasmus) & Staff will be charged a fee of £5 per hour of teaching. Most classes are 1 hour long for 8 weeks which will be £40 overall. The classes which are 2 hours long for 8 weeks will be £80 overall.
If you do not inform us that you no longer want to attend the Academic English Programme, you will still be charged for the complete duration of the course.

If you are a fee-paying (to the University of Reading) study abroad student, you will not incur any charge for these classes.

Data Protection

The University of Reading processes and stores information in accordance with the Data Protection Act (DPA) 1998. With regards to the data collected from applicants of the Academic English Programme (and students once enrolled) we comply in accordance of this Act. The request and consequent maintenance of such data is to be used solely for the purpose of course and business administration.

Photos may be taken of students during the course for marketing and publicity purposes; students will be asked for their consent prior to such photos being taken and at the planned time of the photo session.