

## Postgraduate Taught Deposit Scheme

Congratulations on your offer of a place to study at the University of Reading.

The University of Reading is an increasingly popular destination for postgraduate study, with the number of applications we receive exceeding the number of places that we can offer. As mentioned in your official offer, to ensure that the limited number of places we have can be allocated to students wishing to join us you are required to pay a deposit in order to reserve your place.

Please read the following information carefully before deciding whether to accept your offer and pay your deposit. If you have any queries please contact the admissions office using the contact details above

### *How much must I pay?*

The deposit is £500 for our Pre-sessional English courses, and £1,000 for our taught Masters courses

### *Do I need to pay a deposit for both a pre-sessional English and a taught Masters course?*

Yes – you will need to pay the deposit for both courses if you are holding an offer for both.

### *When must I pay?*

If you received your offer before 01 March in the year you wish to start you will need to pay your deposit by 01 April.

If you received your offer between 01 March and 30 June in the year you wish to start you will need to pay your deposit within 1 month of receiving your offer.

If you received your offer on or after 1 July in the year you wish to start, you will need to pay your deposit within 2 weeks of receiving your offer.

If you have received an offer for one of our Pre-sessional English courses you will need to pay your deposit within one month of receiving your offer.

### *I am being sponsored, do I need to pay a deposit?*

You do not need to pay a deposit if you can provide proof of your sponsorship to us before your deposit payment deadline. If you cannot provide proof in time please contact us by email, indicating when you will have proof of sponsorship. Please note, you may be required to pay a deposit yourself, which we will then refund once you have proof of sponsorship.

If a family member or friend is paying tuition fees on your behalf, you will still need to pay a deposit.

### *I am applying for a government/ federal loan, do I need to pay a deposit?*

If you are from the USA, Norway or Switzerland and you are applying for a government or federal loan to fund your studies, we understand that you may not get your funds until close to, or after, your programme start. Please contact us with confirmation of your loan application/ award and we will waive the deposit for you, and process your offer acceptance.

*How do I pay?*

You can pay your deposit and accept your offer through our online portal. You will have to pay the deposit as part of the process of accepting your offer. When you click to accept your offer it will automatically take you to a screen where you can choose to pay by bank transfer or online with a credit or debit card. Please use the link in your offer email to access the portal.

*What happens if I want to change the start date of my course?*

Please contact us by email to request a change the start date of your course. We will then review your application and if we are able to change your start date we will update your original offer to make you a new deferred offer.

If you receive your new deferred offer before 01 April, you will need to pay your deposit by 01 April.

If you receive your new deferred offer after 01 April, you will need to pay your deposit within one month of receiving your offer.

If you have received a new deferred offer for one of our Pre-sessional English courses you will need to pay your deposit within one month of receiving your new offer.

*What happens if I want to change my acceptance to another course I have been offered and I have already paid my deposit for the first course?*

Please contact us by email to let us know that you wish to change your acceptance to the new course. We will change your record to show that the deposit has now been paid for the new course and we will update your acceptance to show it for the new course

*Why should I pay my deposit as soon as possible?*

It's a good idea to pay your deposit as soon as possible. If you have accepted our offer you will be able to apply for accommodation as soon as bookings open. We will also not be able to issue you a Certificate of Acceptance for Studies (CAS) for your visa (if you need one), until your deposit has been received.

*What if I can't pay my deposit by the deadline?*

Admission to our courses is competitive and if you don't pay your deposit on time, you risk losing your place to someone else. If you cannot pay your deposit in time we would recommend contacting us to discuss your options. You will still need to pay a deposit, but in certain cases we may be able to extend our deadline by a short period.

*Is my deposit refundable, for example if I change my mind about coming to Reading?*

We will only refund your deposit to you if you meet one of the following categories:

*You live outside the United Kingdom and the COVID-19 situation makes it impossible for you to travel to the United Kingdom to commence your studies*

The coronavirus pandemic continues to cause disruption and governments around the world are responding in different ways. If you are unable to arrive in Reading in time for the start of your course but can get here during the autumn term, then we expect you to do so. However, if for the following reasons you are unable to travel to the UK in time for the last permitted date of enrolment\* and you do not enrol at the University, we will arrange for your deposit to be refunded:

1. The government of the UK has imposed immigration restrictions which makes it impossible for you to enter the UK.

2. The government of the country in which you live has imposed a ban on travel to the UK and you are included among the people subject to that ban
3. You are unable secure a flight (direct or indirect) or other reasonable form of transportation (e.g. ferry or channel tunnel in the case of certain European countries) to the UK

\*The University has always made provision for late arrivals and short delays to students being able to commence their studies. The last date of enrolment is 4 weeks after the formal start date of the postgraduate taught programme.

*You do not meet the Academic conditions of your offer*

Once you send us copies of your results, if you do not meet the Academic conditions of your offer and we decide that you are unable to join the University, we will arrange for your deposit to be refunded.

*You do not meet the English Language conditions of your offer and your most recent English Language test is no older than 16 weeks from the start of your intended programme*

If you have been unable to reach the English Language level that we asked you to meet we will need you to send us a copy of your most recent English Language test. If the test is confirmed as having been taken within 16 weeks of the start of your intended programme and we agree that there is not enough time for you to take another test we will arrange for your deposit to be refunded

*Your visa has been refused or you can't get your visa in time to come to Reading?*

If your visa application is refused, you will need to send us a copy of your visa refusal letter. If we decide that there is not enough time for you to make another visa application and you will not be able to start at Reading on time we will arrange for your deposit to be refunded.

We aim to provide students with a CAS number in sufficient time to secure a visa before the enrolment period for their course finishes. However, if you find that you cannot secure a visa before enrolment finishes, we may be able to refund your deposit.

*You decide that you no longer wish to come to Reading within 14 days of paying your deposit*

If you decide within 14 days of the date we received your deposit that you no longer wish to study at Reading and you request a refund using the form below within those 14 days we will arrange for your deposit to be refunded. If you change your mind after 14 days, your deposit is non-refundable.

*You have a personal (e.g. medical or family) emergency that means you are no longer able to come to the University.*

We recognise that occasionally a personal situation, e.g. you or a member of your family falls ill or has an accident or similar, can arise that may prevent you from being able to join your course as originally planned.

If you have not already deferred your offer of a place you may wish to consider requesting a deferral to the following entry point (and your deposit will be transferred). If, however, you are unable or do not wish to defer we would ask that you send us as much information as you can about your situation and if we agree that it prevents you from joining we will arrange for your deposit to be refunded.

Please note that we will not refund your deposit for any other reason.

*How do I request a refund of my deposit?*

You can request a refund of your deposit by completing the form available at <http://www.reading.ac.uk/admissions/ad-DepositRefundForm.aspx>. In the form you should clearly state the reasons for your request, which must fall into one of the categories above.

Please note that refund requests will not be accepted more than three weeks after the programme you received an offer for has started.

*Will I get my deposit back at the end of the course?*

Your deposit will be used as payment towards your tuition fees, so it is not returned to you when you finish your course or if you leave your course early.