International Summer School: Terms and Conditions

The following sections outline the terms and conditions related to University of Reading International Summer School applications, admissions processes, and course enrolment. The term ‘International Summer School’ refers solely to the courses administered by the International Study and Language Institute (ISLI) at the University of Reading (the University). These terms and conditions relate only to this programme and not any other course or programme administered by the University of Reading.

1.) Key Terms Used in this Document

1. i) ‘Confirmed Applicant’ refers to an applicant who has accepted the conditions of their offer, met the conditions of their offer, and paid the full amount of tuition fees.

1. ii) ‘Student’ refers to a ‘Confirmed Applicant’ having arrived at the University and having completed the enrolment process for their International Summer School course.

1. iii) ‘Tuition Fees’ relates solely to fees paid for admission onto the International Summer School course as a student and the costs incurred in teaching and administering that course.

1. iv) ‘Course Enrolment’ refers to the overall registration process for new students. This includes online collection of student data, receipt of passport copy, collection of University Campus Card, completion of enrolment on arrival. On arrival, new students holding a UK visa must additionally provide either their passport which holds the UK visa vignette or Biometric Residence Permit. The University will take scanned copies of student visas and keep these for audit purposes.

1. v) For clarification the term ‘refund’ in this document relates only to the International Summer School’s tuition fees paid by the applicant and received by the University. This does not include accommodation costs and any fines incurred during their stay at the University. Please consult the separate refund policies administered by the respective departments and/or the University Partnerships Programme policies.

1. vi) The term ‘tuition fees’ relates solely to fees paid for the admission onto a course as a student and the costs incurred in teaching and administering that course.
2.) Application Requirements and Documentation (including English language comprehension)

2. i) For the purposes of acceptance onto courses, the International Summer School does not formally require documentation to prove English language level or level of academic ability. Offers are made on review of the submitted application and, when applicable, communication between Course Coordinators and applicants to ensure suitability. Information provided by the applicant is taken in good faith and applicants will be advised if their qualifications or abilities are unsuitable for enrolment onto a course.

2. ii) In some instances the International Summer School may request documentation to prove educational attainment for immigration matters. Any such requests may be for proof of a qualification in the form of transcripts of results or a certificate confirming the award or copies of previous UK visas obtained by the applicant.

2. iii) The level of English language comprehension for International Summer School courses is stated for guidance purposes only. Applicants are expected to have at least an intermediate level of English (CEFR level B2-C1).

2. iv) The International Summer School will provide advice related to English language comprehension levels.

3.) Application Deadlines

The International Summer School reserves the right to amend the application deadlines at any point during the application process. Any such decision will take into consideration the circumstances of its applicants at that time.

The application deadlines in place reflect the conditions of the applicant profile rather than any course administration requirements. Please see below for the application deadline stipulations; these are based on time required to gain entry clearance permission where applicable:

- **Visa Nationals – applicants requiring Entry Clearance visas**
  Deadline: Case-by-case basis, very latest being one working week before the course start date

- **EEA and Swiss Citizens and Non-Visa Nationals**
  Deadline: Two working days before the course start date.

4.) Visa Stipulations
The International Summer School will not advise its applicants on any matters regarding immigration. The University can provide immigration advice via its Immigration team who can be contacted at immigration@reading.ac.uk. Applicants are advised to seek qualified immigration advice on their own and any accompanying family members’ visa requirements.

Applicants are responsible for obtaining the correct visa and the University will not be held liable for any visa applications that are rejected. The responsibility for their visa application remains solely with the applicant.

At the time this document is published the stipulations below outline the visa conditions for International Summer School courses (applicants should keep themselves aware of UK immigration matters as they can change without notification):

4. i) All Visa National applicants for the International Summer School must apply for a UK Short-term study visa unless they meet the criteria outlined in section 4. iv) and/or 4. v).

4. ii) Both Visa and Non-Visa Nationals, after having completed payment for their course, will receive a supporting letter from the ISLI that outlines key course details. Visa Nationals should use this letter to apply for entry clearance under the ‘Short-term study’ category. Non-Visa Nationals should keep hard copies of this letter in case a UK Border Force Officer requests proof of study or visit intention on entry to the UK.

4. iii) Confirmed Applicants who are current full-time University of Reading students with a Tier 4 (General) Visa are not required to apply for a Short-term Study Visa as they can be permitted to study extra courses besides their main course of study on their degree course. Candidates must be actively engaging in their main course of study.¹

4. iv) Confirmed Applicants who are Tier 4 (General) students of another ‘Highly Trusted Sponsor’ are not required to apply for a Short-term Study Visa as they can be permitted to study extra courses besides their main course of study on their degree course. They must provide a signed copy of the Compliance Letter Tier 4 student from another FEI or HEI document; this will be given to those applicants who declare on the application form that they hold a Tier 4 Visa and state they are studying at another educational institution.² This section is for outline guidance only. The University and the International Summer School strongly advise that applicants consult the UK Visas and Immigration website for detailed guidance: https://www.gov.uk/browse/visas-immigration/study-visas


5.) **Course Cancellations**

5. i) The International Summer School reserves the right to cancel or postpone any course due to insufficient applications for the course or due to unforeseen circumstances. In such cases all students will be refunded their tuition fees in full.

6.) **Refund Requests**

6. i) Should an applicant wish to withdraw prior to the course, they will be required to submit a refund request in writing as indicated section 6.

6. ii) No refund request will be considered after the course has started.

6. iii) Applicants who request a refund due to a rejection of a visa or prevention of entry on immigration grounds will be requested to provide documents that prove such outcomes, for example a visa rejection letter. Refund applications in this sense will be dealt with on a case-by-case basis and there will be no guarantee of a refund. Applicants are advised to provide evidence to support their refund application outlining in detail and providing evidence as to why they were refused entry to the UK.

Successful refund requests are subject to conditions outlined below:

6. iv) If the notification of withdrawal from the course application is received at least 15 calendar days from the start of the course; this will entitle the applicant to an automatic refund of the total tuition fees received by the University, minus 10% administration fee.

6. v) If the notification of withdrawal from the course application is received 8-14 calendar days from the start of the course, the applicant will be required to submit a ‘refund application form’. Any approved refund will be the total tuition fees received by the University, less a 35% deduction (which includes an administration and late cancellation fee).

6. vi) If the notification of withdrawal from the course application is received 7 calendar days or fewer from the start of the course, the applicant will be required to submit a ‘refund application form.’ Any approved refund will be the total tuition fees received by the University, less a 60% deduction (which includes an administration and late cancellation fee).

6. vii) The table below shows examples of refund amounts calculated according to the stipulations in points: 6. iv), 6. v), and 6. vi) above.
<table>
<thead>
<tr>
<th>Tuition Fee Amount</th>
<th>Start date of course</th>
<th>Date of withdrawal request</th>
<th>Amount to be refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2000.00</td>
<td>06/07/2015</td>
<td>19/06/2015</td>
<td>£1800.00</td>
</tr>
<tr>
<td>£2000.00</td>
<td>06/07/2015</td>
<td>24/06/2015</td>
<td>£1300.00</td>
</tr>
<tr>
<td>£2000.00</td>
<td>06/07/2015</td>
<td>03/07/2015</td>
<td>£800.00</td>
</tr>
</tbody>
</table>

6. viii) To request a refund an applicant needs to email: summerschool@reading.ac.uk stating their student number and full name plus their confirmation to request a tuition fee refund and a reason for the request.

6. ix) The International Summer School reserves the right to determine whether the refund application is sufficient to approve the refund amount in line with the stipulations above.

6. x) Applicants for any refund may be required to provide substantial evidence for their case.

7.) Agents and Counsellors

7. i) Agents or Counsellors acting on behalf of an applicant(s) and their course application(s) must have been officially appointed by the University and have an active contract in place between themselves and the University. The University is only able to pay commission to Agents with whom they hold official agreements. The International Summer School will not recognize an Agent or Counsellor as acting on behalf of the applicant if they do not have any official agreement and contract in place with the University.

7. ii) Agents or Counsellors who are interested in representing applicants for the International Summer School need to complete the University’s own questionnaire and be willing to provide references upon submission of the questionnaire. The submission of either or both these documents does not automatically mean they will be accepted to hold an official agreement and/or contract with the University to represent applicants and students. For details on this, please contact: international@reading.ac.uk

8.) Late Submission and Extenuating Circumstances

8. i) Late submission of work can result in marks deduction or invalidation of assignment(s).

8. ii) Students who have a good reason for late submission of work need to send the International Summer School Extenuating Circumstances Form to both
their course tutor and summerschool@reading.ac.uk as soon as problem occurs.

8. iii) Decisions regarding extenuating circumstances will be dealt with on a case-by-case basis.

8. iv) Students seeking exceptions to the assessment and attendance of their course may be required to provide evidence to support their case.

9.) Accommodation

9. i) Applicants will need to book their own accommodation. The University provides accommodation which can be booked for short durations via the website: http://www.reading.ac.uk/stay/

10.) Travel Insurance

10. i) All applicants are advised to take out travel insurance before arriving in the UK and for the duration of their stay in the UK. Information on this will be provided in the Welcome Booklet sent to Confirmed Applicants prior to arrival.

11.) Data Protection and Image Rights

11. i) 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 International Summer School (and students once enrolled) we comply in accordance with this Act. The request and consequent maintenance of such data is to be used solely for the purpose of course and business administration.

11. ii) 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.