

**International Foundation Programmes**

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## University of Reading Deposit Scheme

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

As detailed in your offer letter, you are required to pay a deposit. Your offer letter will specify whether this deposit is refundable or non-refundable. For home fee paying students, this is a deposit to hold a place. For international fee paying students, this is a deposit to hold a place and to obtain a Confirmation of Acceptance of Studies (CAS).

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 directly using the contact details above.

### 1. Amount of Deposit

- 1.1.** If you are a home fee paying student, the deposit payable will be £1,000 for taught Masters courses provided by the Henley Business School or the MSc Physicians Associate Programme. For all other programmes, no deposit is payable.
- 1.2.** If you are an international fee paying student, the deposit payable will be:
  - 1.2.1.** £500 for pre-sessional English courses
  - 1.2.2.** £2,000 for International Foundation Programmes
  - 1.2.3.** £2,000 for taught Masters courses.
- 1.3.** If you are holding an offer for both a pre-sessional English and a taught Masters course or International Foundation Programme, two separate deposits will be payable, with a combined value of £2,500.

### 2. Deadlines for Payment of Deposit

- 2.1** If your programme is with Henley Business School, you must pay your deposit by 01 April in the year your programme starts. If you do not pay your deposit by this deadline you will not be eligible to apply for a Henley Scholarship and may not be able to access the online Henley pre-study courses relevant to your programme of study.
- 2.2** For all other programmes, there is no deadline by which you must pay your deposit. However, the University strongly recommends that you pay your deposit by 01 July in the year your programme starts (if you have a September start) and by 01 November in the year your programme starts (if you have a January start). You will not be able to enroll onto the course and, where applicable, you will not be issued with a CAS, enabling you to apply for a visa, until the University has received your deposit. This puts at risk your ability to obtain a Student Visa in order to attend.

- 2.3 Please note that for International Foundation Programmes, a deposit is not required in order to accept your offer, but the University will not issue a CAS until it has received a deposit payment.
- 2.4 When the University has accepted a request by you to change the start date of your course, a new deferred offer will be made. The above deadlines then apply to that new deferred offer.
- 2.5 Until your deposit has been received, the University cannot issue you a Certificate of Acceptance for Studies (CAS) for your Visa.
- 2.6 If you have accepted our offer but not yet paid your deposit you will be able to apply for accommodation as soon as bookings open. Your accommodation booking will be subject to the terms of the student residence agreement and booking of accommodation does not guarantee your place at the University if you do not meet all other conditions of your offer, including payment of the deposit.
- 2.7 Failure to pay the deposit on time could result in you being unable to register with the University for your programme and your place on the programme being lost. In such circumstances, please contact the University promptly to discuss available options.

### 3. Paying the Deposit

- 3.1. Deposits must be paid as part of accepting your offer on our online portal. Please use the link in your offer email to access the portal.
- 3.2. Payment is online with a credit or debit card, or you can use one of the other accepted online payment methods. For more information, see <https://www.reading.ac.uk/finance/information-for-students/payment-of-fees>.

### 4. Exemptions to the Requirement to Pay Deposit

#### 4.1. Sponsorship

- 4.1.1. If your studies are being sponsored (for example by a government department or a company), no deposit is payable provided that the University receives satisfactory proof of sponsorship before the deposit payment deadline.
- 4.1.2. If such proof is not available by the deposit payment deadline, please contact us promptly by email, indicating when you will have proof of sponsorship. Please note that in such circumstances, you may be required to pay the deposit yourself, which will be refunded once we receive proof of sponsorship. Administration charges may be applied in these circumstances.
- 4.1.3. If a family member or friend is paying tuition fees on your behalf, you will still need to pay a deposit.

#### 4.2. Applicants from USA, Norway and Switzerland

- 4.2.1. If you are applying from USA, Norway or Switzerland and are applying for a government or federal loan to fund your programme, please contact the University promptly. The University will waive the requirement for you to pay a deposit and process your acceptance offer.

### 5. Transferring the Deposit

#### 5.1. Deferrals

- 5.1.1.** If you have requested to defer your offer of a place and this has been accepted, your deposit will automatically be transferred as part of the deferral process and will be payable in accordance with section 2.3 above.

## **5.2. Changing Course**

- 5.2.1.** If the University agrees that you may transfer your offer to a new programme, any deposit you have paid for the original course will be automatically transferred onto the new one.

## **6. Refunding the Deposit**

### **6.1. Availability of Refund – Refundable Deposits**

If your offer letter specifies that deposits for your course are refundable, your deposit will be refundable if you do not register on your course or you register but then withdraw from your course within three weeks of its start date. For more information, please see the University's Fees Policy [here](#).

#### **6.1.1. Admin Charge**

If you are eligible for a refund under 6.1, and you request a refund of your deposit, an administration charge of £25.00, which reflects the reasonable costs incurred by the University in processing your refund, will be deducted from your deposit unless one of the following circumstances applies:

- 6.1.1.1.** You do not meet the Academic conditions of your offer;
- 6.1.1.2.** 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;
- 6.1.1.3.** Your visa has been refused or you cannot get your visa in time to come to the University by the final enrolment date of your programme;
- 6.1.1.4.** You have a personal (e.g. medical or family) emergency that means you are no longer able to come to the University; or
- 6.1.1.5.** You decide that you no longer wish to take up your place on your Programme within 14 calendar days of paying your deposit.

If you are an international fee paying student who has already been provided with a CAS, an additional administration charge of £50.00, which reflects the reasonable costs incurred by the University in processing your CAS application, will be deducted from your deposit unless 6.1.1.3 applies.

### **6.2 Availability of Refund – Non-Refundable Deposits**

If your offer letter specifies that deposits for your course are non-refundable, your deposit will not be refundable except in the limited circumstances set out at 6.2.1 – 6.2.5 below, because it is a very popular course at the University, which is regularly oversubscribed and/or for which there are a limited number of places. Refund requests will not be accepted more than three weeks after your programme has commenced. For more information, please see the University's Fees Policy [here](#).

Please note that the University is able to make 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 your postgraduate taught programme for autumn intakes (and 2 weeks for spring intakes), 3 weeks for International Foundation Programmes and 2 days for Pre-Sessional English Programmes.

### **6.2.1 You do not meet the academic conditions of your offer**

Once you send the University a copy of your results, if you do not meet the academic conditions of your offer and the University decides that you are unable to join the University, your deposit will be refunded.

### **6.2.2 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 not reached the English Language level required for your intended programme, you will need to send the University 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 the University agrees that there is not enough time for you to take another test, your deposit will be refunded.

### **6.2.3 Your Visa application has been refused or you cannot get a Visa in time to start your intended programme**

If your Visa application is refused, you will need to send the University a copy of your Visa refusal letter. If the University decides that there is not enough time for you to make another Visa application in order to start your intended programme, your deposit will be refunded.

The University aims to provide students with a CAS number in sufficient time to secure a Visa before the enrolment period for their intended programme finishes. If this is not possible, the University may be able to refund your deposit.

### **6.2.4 You decide that you no longer wish to partake in your intended programme within 14 days of paying your deposit**

In accordance with your statutory rights under consumer law, if you decide within 14 days of the date we received your deposit that you no longer wish to study on your intended programme and you request a refund using the form below within those 14 days, your deposit will be refunded. After 14 days your deposit will become non-refundable.

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

If you are experiencing a personal (e.g. medical or family) emergency that prevents you being able to join your intended course, please send the University as much information about your situation as possible. If the University agrees that this prevents you from joining your intended programme your deposit will be refunded.

Please note that if you have not already deferred your offer of a place you may wish to consider requesting a deferral to the following entry point instead, in which case your deposit will be transferred – see 5.1 above.

## **6.3 How to Request a Refund**

Refunds can be requested completing the form available at: <http://www.reading.ac.uk/admissions/ad-DepositRefundForm.aspx>, which should state clearly the reasons for applying for a refund.

## **7. Payment Towards Tuition Fees**

- 7.1.** Your deposit will not be returned to you at the end of your course or if you leave your course early (except as set out above). This is because the value of the deposit will be used towards payment of your tuition fees.

## **8. Contact Details**

- 8.1.** If you have any queries relating to these T&Cs, please contact the relevant department using the contact details set out in your offer letter.