

Pre-sessional English 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 Pre-sessional English 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.

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 of £500 for the Pre-sessional English course and the deposit of £1000 for the taught Masters course.

When must I pay?

You will have received an email with your offer advising you of the deadline for payment of the deposit. If you have not received this email please contact psadmissions@reading.ac.uk

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.

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.

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?

We have a limited number of places on our pre-sessional programmes and will have to stop recruiting once we have received the maximum number of students we can accommodate in classrooms. Until you have paid your deposit and accepted our offer your place will not be secure and you will not be able to apply for accommodation. 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 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.