

Department of Languages and Cultures

# Staff IWLP Module AGREEMENT Form

I understand and agree that:

1. My School will pay the tuition fee for my IWLP module at the subsidised fee of £364 on condition that I engage actively with the module. This will be demonstrated through achieving the minimum overall pass of 40% or above. **If I do not achieve the above mark, I will become responsible for paying the fee.**
2. If I **withdraw** from the module **AFTER** the end of week four (**Friday 25 October 2024**) of Semester 1 my **School will still be charged** the fee and has the right to withdraw my free entitlement to another IWLP module in the future. Staff who wish to withdraw must inform their line manager and submit a withdrawal form – available on the IWLP website or available upon request from [iwlp@reading.ac.uk](mailto:iwlp@reading.ac.uk). Completed withdrawal forms must be emailed to [iwlp@reading.ac.uk](mailto:iwlp@reading.ac.uk) .

|  |
| --- |
| Please Complete Section 1  **Family name: ……………………………………. First name(s) ………………………………………….**  **Staff No: ……………………………. University e-mail address: ………………………………………..**  **School: …………………………………………………………………………………………………………..**  **School Finance Administrator Details:**  **Name: ……………………………………………………………………………………………………………**  **Email: ……………………………………………………………………………………………………………**  **Language you want to study ………………………………………………………………………………..**  **Employment Commencement Date: …………………………….**  **Please highlight or underline your employment type:** Part-time or Full-time  **If Part-time, please state the number of hours you work per week: ……………………………….**  **Signature ……………………………………………………… Date: ……………………………………….** |

(*For School use only*)

I (Head of School/ other role: ………………………………...)

Confirm that the above named staff member is eligible to take an IWLP module and that the School will pay the £364 subsidised tuition fee, following satisfactory completion of the terms named above.

Name: …………………………………………………………………………………………………

Signature: …………………………………………………………………………………………….

Date: ……………………………………. Project code: ……………………………………………