

In the interest of fairness, we place students on these courses using a 'lottery system'.

Applicants who followed the correct application procedure before the deadline will be entered into the lottery. However, no one is guaranteed a place on a language course regardless of how early they apply, what programme stage they are in, etc.

If a course is oversubscribed, we apply the following rules:

- If more students apply for a particular course than spaces available (which is mostly the case for all Beginner courses and some Lower Intermediate courses), free places are allocated on a random basis to the applications received. We do not allocate spaces on a 'first come, first served' basis.
- If your application is unsuccessful, you will be given priority for a place in the next academic year, provided you are still a student/staff at City University. Please contact the Centre for Language Studies and reference your previous application before the application deadline.
- A degree of priority will also be given to students who have already completed a language course with the Centre for Languages provided they are progressing **to the next level**.
- For oversubscribed courses, only one application per student will be accepted. Duplicate applications will be removed, and the application made for the least oversubscribed course will be counted.
- Applications made after the registration deadline will not be accepted if the course is oversubscribed.
- We will keep a waiting list until after the first class has taken place.
- Any student who does not attend the first class without prior notification to Centre for Languages will lose their place on the course. Their registration will be cancelled and the vacant place will be offered to another applicant.
- If your application was successful, you will be informed at some point after the applications deadline and before the courses start. (Courses normally start in the **second week** of term 1.) We will contact you on your City University email.