



Plymouth College of Art Short Course Terms & Conditions

1. Course Suitability

1.1 All our Short Course and Masterclasses are aimed at adults. In order to attend a Short Course all applicants **must be over the age of 18** at the point of enrolment. If you are under 18 but would still like to attend one of our creative courses at the college then please have a look at our extensive [Young Arts](#) programme.

2. Payment and Registration

2.1 Only full payment of the course fees will secure your place on a course.

2.2 All enrolments must be completed on the Plymouth College of Art website. The ENROL NOW button will take you through to our booking system. If you do not have access to a computer you may come in to the college and use a computer on reception. Because the payment requires personal information, we do not recommend paying over the telephone.

2.3 When you have successfully enrolled, a confirmation message will display on the website. If you do not see this message, your enrolment is not complete. A confirmation email will be sent to the email address you provide at enrolment. Please check that you have received this before assuming your place has been secured.

2.4 The enrolment deadline for all Short Courses is 9.00am on the day the course is due to start. Please note, many of our courses are popular and fill quickly so prompt booking is recommended.

2.5 Attendance on any course at Plymouth College of Art is not permitted without a valid enrolment.



3. Refunds and Course Transfers

3.1 When you enrol on a course, you commit to attend.

3.2 If you find you are no longer able to attend the course and it is more than 7 days before the start date, a full refund will be provided, minus a £10 administration fee. **However, if the refund is requested after this period (i.e within 7 days of the course start date) we regret that only 50% of the overall course fee will be refunded.**

3.3 If you enrol on a course and after attending the first session decide the course is not for you, a pro rata refund will be provided minus a £15 administration fee, per person, per course.

3.4 If you decide that the course level is not appropriate for you and you wish to transfer to another level, providing you notify us within 24 hours of attending your first session, and a place is available on your desired course, we will transfer you and no charge will be made.

3.5 If you require a refund, you must notify us within 24 hours of attending your first session.

3.6 Refunds after Week 1 of a course will not be provided.

3.7 We reserve the right to use our discretion in exceptional circumstances.

4. Contact Details and Communications

4.1 All communication you receive from us will be by email.

4.2 To ensure course information, confirmation and updates reach you, please inform us if you change your contact details.

4.3 Please ensure your contact details are entered correctly, especially your email address.



5. Criminal Convictions Declaration

5.1 It is a mandatory requirement for you to declare criminal convictions to Plymouth College of Art. Any information disclosed will be discussed with you and will not automatically exclude you from participating in Short Courses.

6. Disability and Learning Support

6.1 Learning Support is not provided for Short Courses.

6.2 If you require support and wish to provide your own private support worker, please provide us with their name and contact details prior to the course enrolment deadline so that a background check may be performed.

6.3 Please make us aware of any mobility, learning or medical needs you have at the time of your enrolment. We will make any reasonable adjustments for you in order for you to enjoy your student experience at the college.

6.4 Unless you expressly ask us not to, any declaration of learning and medical needs you make will be shared with your tutor, and with relevant College staff to enable us to make reasonable adjustments for you and or for the provision of first aid.

6.5 If you are a blue badge holder and require access to an accessible car parking space, please contact us to request one, providing the details of your car's registration, colour and make/model.

7. Cancellation

7.1 All our courses require minimum student numbers in order to run. If we do not meet minimum student numbers, we will cancel the course and you will be refunded the full course fee. You will be notified of any course cancellations by email.



8. Photo/Video Consent

8.1 We request your consent for you and or your work to appear in photographic and video documentation for college promotional purposes, such as on the college website, print materials and social media platforms.

9. Course Content

9.1 Course content will be published online and is accurate to the best of our ability.

9.2 The course tutor reserves the right to vary course content according to student need.

9.3 Any amendments to dates will be confirmed by email.

10. Holidays / Half Terms

10.1 Short Courses run for consecutive weeks and do not break for half terms unless otherwise stated.