

## SHORT COURSES ENROLMENT TERMS AND CONDITIONS GENERAL

### **1. Payment and Registration**

1.1 Only payment will secure your place on a course.

1.2 All enrolments must be completed on the Plymouth College of Art website. The Enrolment 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.

1.3 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.

1.4 Enrolment deadlines are published on the Plymouth College of Art website. Please enrol prior to the enrolment deadline. Please note, many of our courses are popular and fill quickly so prompt booking is recommended.

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

### **2. Refunds and Course Transfers**

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

2.2 If you find you are no longer able to attend and the course has not started and it is before the enrolment deadline, a full refund will be provided.

2.3 If you find you are no longer able to attend and the course enrolment deadline has passed but the course has not yet started, a full refund will be provided minus a £15 administration fee, per person, per course.

2.4 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.

2.4.1 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.

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

2.6 Refunds after week 1 of a course will not be provided.

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

### **3. Contact Details and Communications**

3.1 The communications you receive from us will be by email.

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

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

#### **4. Criminal Convictions Declaration**

4.1 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.

#### **5. Disability and Learning Support**

5.1 Learning Support is not provided for Short Courses.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

#### **6. Cancellation**

6.1 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.

#### **7. Photo/Video Consent**

7.1 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.

#### **8. Course Content**

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

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

8.3 Any amendments to dates will be confirmed by email.

## **10. Holidays**

10.1 During October and February half term weeks, no Saturday courses will run. The break occurs after week 5 of the term. Dates are available on [plymouthart.ac.uk/studying/key-dates](http://plymouthart.ac.uk/studying/key-dates)