



## **SHORT COURSES AND YOUNG ARTS CLUB 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. 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 and in the Short Courses and Young Arts Club Google calendars. 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.

2.8 Where you request a refund but have enrolled on more than one course and opted to pay in instalments, a refund will only be credited to you after sufficient instalment amounts have been collected to cover any fees owed for other courses.

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

3.1 The majority of 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 Young Arts Club or Short Courses.

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

5.1 Learning Support is not provided for Young Arts Club or 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.

## **9. Variation to Session Times**

9.1 On College Open Days, Saturday sessions will be moved one hour earlier for all groups with four hour sessions. So instead of 10 am - 2pm, sessions will run 9 am - 1pm. Dates are available on the website [www.plymouthart.ac.uk/opendays](http://www.plymouthart.ac.uk/opendays)

## **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)

# **YOUNG ARTS CLUB**

## **Attendance**

- Attendance each week is required and for the full duration of the session.
- Arrival 5-10 minutes prior to the session start time is expected.
- Students of all ages must remain on-site throughout the duration of the Young Arts Club activity.

## **Transfer to Different Group**

- Groups A and B are provided on the website. If you wish to study with a friend, please agree which group you will join together.
- Transfers from one group to another may be possible but are not guaranteed.
- All requests to change group must be made before the enrolment deadline.
- Requests to transfer group after the enrolment deadline will not be accepted.

## **Materials and Equipment**

- All materials and equipment required for Young Arts Club courses are provided by Plymouth College of Art.
- On rare occasions, students may be asked to bring in items for collaging or customising. Notification of this will be sent by email.

## **Age Groups**

- From age 8, if a child turns the minimum age within 3 months of a course commencing, they may enrol on a course of a higher age than their current age. The exception to this is Half Term Taster sessions - these are designed to give a taster experience of the course group the child will be old enough to join in the following September.
- Children aged less than 4 will not be accepted onto Outside the Lines.

## **Behaviour Agreement**

- A Behaviour Agreement is shared with all Young Arts Club students and parents to sign. We expect all students to observe the terms of the agreement. Failure to do so

will result in a verbal warning, letter home or in some circumstances, removal from Young Arts Club course.

### **Outside the Lines**

- The minimum age to enrol on Outside the Lines is 4 years old.
- All children attending Outside the Lines must be supervised by a parent or responsible adult. A responsible adult is classed as a family member or family friend who is aged 18 or more.
- Up to three children may attend with one responsible adult.
- Siblings or other family connections aged under 18 are not permitted to accompany a child on Outside the Lines.
- Only children enrolled onto Outside the Lines may attend. Babies, toddlers, siblings etc are not permitted to attend.
- Supervision may be shared by more than one adult over the duration of the course if required. In each case, a criminal records declaration must be made and medical and emergency contact details supplied. Please email [yac@pca.ac.uk](mailto:yac@pca.ac.uk) to provide this additional information.

## **SHORT COURSES**

### **Course Levels**

- We respectfully request your cooperation in enrolling on the appropriate level for your ability. We want all our students to enjoy their experience with us and to allow new beginners to join groups. Please follow guidance on entry requirements on the course page.

### **Materials**

- The course fee in most cases will include experimentation materials. Additional materials may be required for your own projects and will need to be sourced by you or purchased from your tutor.
- We will indicate on the course page where additional materials will be required.
- If buying materials from the College, please visit the College Information Point before 6.30 pm to add credit to your student card.

### **Cancelled/Postponed Sessions**

- Occasionally a session will need to be cancelled or postponed due to staff illness or unavailability. In this instance a replacement session will be arranged by your tutor in consultation with the student group
- Where a session is due to be cancelled/postponed, you will be notified by telephone and email on the day of the session, or before if possible.

### **Course Fee Discount**

- Discounts are available to staff of Plymouth College of Art and Plymouth School of Creative Arts (50%), Plymouth College of Art full-time (or part-time degree) students, Plymouth College of Art Alumni members and next of kin to Plymouth College of Art or Plymouth School of Creative Arts staff (25%).
- No other discounts or bursaries are offered at this time.
- For enrolments totalling £200 or above, the option to pay in three monthly instalments is currently available.