



## **Terms & Conditions**

### **The Course**

Class size is a minimum of four students, and a maximum of six. In the event that minimum course numbers are not met, the course will be cancelled and rescheduled for another date, with full refund of any monies paid.

We start at 9am, and finish approximately 5pm, with lunch break around 1pm. Due to the nature of the course, punctuality must be observed as late attendance will be disruptive. Full attendance is required for successful completion of any course.

Due to the nature of the course work, fluency in spoken English is required. You need not have any formal qualifications in order to attend the courses, but it is helpful if you have a creative mind and are prepared to get your hands dirty.

Attendees must notify us in advance of any allergies, medical conditions or specialist requirements which they may have.

Personal belongings are the responsibility of the owner. We can accept no liabilities for loss or damage.

### **Payment**

Placements on the courses can only be secured by either payment in full or a 50% deposit\*. Total course cost funds must be cleared seven working days before course commencement date. One day course total prices are £200, and three day course total £550.

### **Cancellation**

If you are unable to attend, please inform us as soon as possible so alternative course dates can be arranged. In the event that the course cannot take place due to unforeseen circumstances, all monies paid will be refunded in full within 7 working days.

**\*Please note that no monies paid are refundable or transferable from student cancellation.**

### **Age limit**

Students must be of a minimum age of 18 by commencement of course.

### **Certification**

A certificate of attendance is issued on satisfactory completion.

### **Personal Information**

All personal information sent to us by you is not sold passed onto a third party, and will be destroyed or deleted on completion of course. We will only keep your email address in order to keep you up to date of any further courses or training we offer, unless you specify otherwise in your application.