



TERMS OF ENROLMENT

These terms are considered as accepted on receipt of an enrolment form signed by students.

Enrolment

- ☞ *Enrolment must be in **writing**; by sending the organisers a **fully completed and signed enrolment form** and the payment of the workshop fee, at least four weeks before the workshop begins.*
- ☞ *This enrolment is provisional until receipt of the workshop fee.*
- ☞ *The order of receipt of the enrolment form is according to the postage date on enrolment form envelopes.*
- ☞ *Students will receive after paying the workshop fee, a letter confirming receipt of this enrolment form and an invoice for the workshop fee (including VAT).*
- ☞ *The order of definite enrolment will be determined by the order of payment.*
- ☞ *If a workshop has already been fully enrolled, then further students wishing to enrol will be informed that their names can be placed on a waiting list, if they so wish.*

Cancellation

By students:

- ☞ *Enrolment must be cancelled in writing.*
- ☞ *If the cancellation letter is posted four weeks or more before the workshop begins, the workshop fee will be refunded minus a 15% cancellation charge.*
- ☞ *If the cancellation letter is posted less than four weeks but more than two weeks before the workshop begins, then the workshop fee will be refunded minus a 50% cancellation charge.*
- ☞ *If the cancellation letter is posted less than two weeks before the workshop begins, or during the workshop, then the workshop fee will not be refunded.*
- ☞ *No refund will be given if students enrol but, without further notification, do not turn up for the workshop.*

By the organiser:

- ☞ *If the instructor, unexpectedly and/or for unforeseen reasons, be obliged to cancel the workshop then the workshop fee will be refunded in full.*

Liability

- ☞ *Participation in the workshops is at students' own risk. The organisers cannot accept liability for bodily harm, or loss of or damage to their personal property during a workshop.*

Location

- ☞ *The workshop shall take place at the location named in the description.*
- ☞ *If this location is changed, students will receive a letter notifying them of the change no less than six weeks before the workshop begins.*
- ☞ *Students are then free to cancel their enrolment. The workshop fee will be refunded.*
- ☞ *The organisers must receive notification of this cancellation by letter no more than fourteen days after the postage date of the letter notifying them of the change.*
- ☞ *If the organisers do not receive any response, or if the response is later than fourteen days after notification of the change, the organisers will regard this as confirmation of participation in the workshop at the new location.*

Further information

Please do not hesitate to contact us if you need any further information or clarification. Though the above formalities are binding, the organisers are free to deviate from them at their discretion, following personal correspondence and/or after due consideration.