



# UNIVERSITY OF LINCOLN

## College of Arts

## Summer Schools 2018

## Terms and Conditions

<http://www.summerschoolscoa.lincoln.ac.uk/>

Email: [summerschools@lincoln.ac.uk](mailto:summerschools@lincoln.ac.uk)

# Terms and Conditions

## Fees

Balance of payment is due by **21<sup>st</sup> May 2018**.

Cancellations are subject to policies detailed below. All fees are non-transferable to another year or another student. All fees are inclusive of VAT.

## Payment methods

Payment of short programme fees can be made online using a valid credit or debit card on our secure online store.

If you are unable to pay online and wish to pay via Bank Transfer, you must inform us by emailing [summerschools@lincoln.ac.uk](mailto:summerschools@lincoln.ac.uk) to obtain the bank details. If you opt to provide payment for your Summer School booking by International Bank transfer, please note that the University is not responsible for any bank charges incurred in the transfer of fees. All bank charges, including those incurred overseas and in the UK, are the responsibility of the person making the payment.

## Cancellation

Cancellations are subject to policies detailed below. Cancellations due to an unsuccessful visa application are not eligible for a refund. In the event that you wish to cancel your summer school booking, please see below an overview of our policy:

<b>Date of Withdrawal</b>	<b>Fee Refund</b>
Within 14 days of providing payment	We will refund all fees paid by you in this payment instalment
More than 30 days prior to the start of your summer school booking	We will refund any fees by you, less a £50 administrative fee
Fewer than 30 days prior to the start of your summer school booking	No refund will be made for any booking

Please note we will require written confirmation of your wish to cancel/withdraw your booking.

We may cancel your summer school course if we fail to recruit our minimum level of enrolments or if circumstances beyond our reasonable control prevent us from delivering it. We will notify you about cancellations or postponements as soon as possible and by 8<sup>th</sup> June 2018 at the latest.

Though the Summer School makes every attempt to avoid any changes to our summer programme, we strongly suggest that you do not make any travel arrangements until the programme has been confirmed. We also strongly advise you to invest in a comprehensive travel insurance policy, to cover costs in the event of such a cancellation. Please see our 'Insurance' section.

If you are applying for a visa and need documents to support your visa, please note that payment confirmation letters for visa applications will only be issued once the course fees have been paid in full.

## **Refund processing**

In the event of a refund being successfully requested, you will be reimbursed using the same means of payment as you used to make the payment to us.

## **Insurance**

The University will take all reasonable precautions to ensure that the Student belongings are kept safe, however the University, nor its employees or agents shall be liable for damage or loss of property, valuables, or money of whatever description, including (but not limited to) luggage, jewellery, documents, motor vehicles and electrical equipment (including the transfer of computer viruses to your equipment).

The university does not provide insurance for students. You are recommended to investigate insurance appropriate to you that covers your personal possessions, medical and repatriation expenses (if you are not covered in the UK) and cancellation to cover any fees and travel costs.

## **Accommodation**

If your summer school package includes accommodation then you are required to comply with the following additional terms and conditions

Accommodation bookings will commence the Sunday before the start of your course and will end the Saturday after your course finishes. You will be able to check-in to your accommodation from 2pm onwards on the day of your arrival, and will be requested to check-out of your accommodation by 10.30am on the day of departure.

If you require accommodation outside this timeframe, the University is not obliged to arrange this on your behalf.

Bedding: all towels and bed linen are supplied and changed as necessary

Animals: no animals are allowed on University premises with the exception of assistance dogs; if you are bringing an assistance dog, you must contact the summer school team in advance.

Fire regulations: You will be required to familiarise yourself and comply with all fire regulations and evacuation procedures at the property where you are staying. Any malicious activation of fire alarms will result in an imposed penalty – this may include immediate termination of the booking and eviction from the property.

Smoking: Please note that all of our properties have a strict non-smoking policy

Cleaning charges and inspections: all accommodation should be left in a clean and tidy condition on departure, with all dishes washed and rubbish removed. We reserve the right to carry out routine inspections of the accommodation during your stay. Any flats found to be in an unacceptable condition may receive a penalty charge.

Keys: you will be charged £40 to replace any lost keys.

## **Travel**

The student is responsible for all travel to and from the University.

## **Visas**

The student is responsible for applying for a visa if necessary. For the latest information regarding visas and requirements, please visit the UK Visa and Immigration Service.

<https://www.gov.uk/browse/visas-immigration>

Please ensure you leave sufficient time to apply for your visa.

## **Missed classes**

If you miss one or more classes due to illness or professional or personal commitments you are by no right able to receive a refund, a transfer or additional time with the tutor. However all circumstances will be considered and the necessary fair action will be taken.

## **Health and Safety**

You will be expected to wear suitable clothing and footwear in the studios and workshops, and follow the health and safety instructions of your tutor at all times. Failure to follow health and safety instructions may mean that you cannot participate in certain activities

## **Student behaviour and discipline**

It is a condition of your agreement with us that you agree to comply with our applicable rules, policies and regulations. Those relevant to Summer School students can be found at:  
<http://lincoln.ac.uk/home/abouttheuniversity/governance/regulationspolicies/studentcharter/>

## **Sharing of information**

Information you supply to the University will only be used for the original purpose for which it was intended. The University may use this information to contact you regarding future courses. Please notify us if you do not wish your information to be used in this way.

There may be occasions where you are filmed or photographed. These may be used in the production of materials featuring students in brochures, posters, websites, newsletter and marketing campaigns. If you do not wish to be included in any promotional publications we ask you to contact us in writing before the start of the course.

## **Language requirements**

Courses are delivered in English, and as such we would expect students to have English language requirements of IELTS of 5.0 or higher.

**Contact**

All communications regarding the Summer School activities or these Terms and Conditions should be directed to [summerschools@lincoln.ac.uk](mailto:summerschools@lincoln.ac.uk).