

YEAR-LONG COURSES

Terms and Conditions

2019/20

Leith School of Art is a company limited by guarantee and having charitable status. Registered no. 111089. Scottish Charity number SC007456

Our courses take place in studios at 25 North Junction Street (NJS Campus) and 11a John's Place (St James Campus). Please note the location of the course when applying.

FEES

The course fees cover professional tuition, use of studios and equipment, and all core materials and lectures. Also included, where applicable, are the cost of models and entrance fees to venues visited as part of the course.

PAYMENT

A deposit of £250.00 is required at time of enrolment and the balance of fees is due 4 weeks prior to the start date of the course. If the enrolment is made within 4 weeks of the start date full fees are payable. In some circumstances payment can be made by instalment. Please contact the Student Registrar for further details.

Payment can be made by BACS transfer, credit/debit card, in cash or by cheque. Cheques should be made payable to Leith School of Art.

CANCELLATION

Leith School of Art reserves the right to cancel courses if the circumstances dictate. If this happens you may be offered a suitable alternative course, or a full refund of your deposit and fees. If you cancel more than 4 weeks before the start of the course your fees will be refunded minus the enrolment deposit. Once the course has commenced fees are non-refundable.

In exceptional circumstances we may be able to offer a full or partial refund. In this instance we request that you outline the circumstances in writing to the Business Manager.

You are strongly advised to take out insurance against cancellation in case you have to withdraw due to an accident, sickness etc.

STUDENTS WITH DISABILITIES

Leith School of Art welcomes students with disabilities. However, we regret that at present not all of our studios are wheelchair accessible. Please phone the School for further information about which classes are accessible to wheelchair users.

PERSONAL INFORMATION

We will use the personal information that you provide to Leith School of Art:

- to administer and provide our courses to you;
- to process payment in relation to any enrolment;
- to inform you about similar courses and other services that we provide, but you may stop receiving these at any time by contacting us.

We will not give your personal data to any third party.

You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 2018.

We may wish to use photographs and audio visual media of your artwork or containing your image or likeness in our marketing and promotional materials. Please complete the form attached to register your consent. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media containing your image or likeness shall belong to us and shall not entitle you to receive any royalties or other payments.