

# YEAR-LONG COURSES

## Terms and Conditions

### 2016/2017

Leith School of Art is an independent college with charitable status, receiving no state funding. The School receives funding from Supporters and Charitable Trusts/Foundations and operates an Assisted Places Scheme to provide some financial support to qualifying students.

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 3 weeks prior to the start date of the course. If the enrolment is made within 3 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.

If you would like to arrange a BACS transfer our details are:

Leith School of Art  
Royal Bank of Scotland  
Account number: 00193630  
Sort code: 83 24 18

Please always use your name as the reference so we can credit the payment to your balance.

#### 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 3 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.

#### 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 1998.

We may wish to use photographs, artwork and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that we may do so in all and any media for such purposes. If you would prefer that we do not, you should notify us in writing. 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.