

Year-long Courses Terms & Conditions 2023/24

Leith School of Art (LSA) is a company limited by guarantee and having charitable status. Registered no. 111089.

Scottish Charity number SC007456

FEES:

The course fees cover professional tuition, lectures, models, use of studios and equipment, and core materials. Also included, where applicable, are the cost of 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 & Welfare Officer 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 or deliver courses online 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 Deputy Principal (Business Support Services).

INSURANCE:

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

ACCESSIBILITY:

Leith School of Art welcomes students with additional support and access needs. Please contact the School for further information and to discuss your support and accessibility needs before applying.

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 via the

website, telephone, or in writing to the School. Where LSA uses third party service providers we disclose only the personal information that is necessary to deliver the service (Access Group database, Mailchimp mailing service, Worldpay secure payment provider, Everyone website developer, third party mailing service). This information is kept secure and is not used for their own direct marketing purposes.

We will not share your personal data with any third party (other than with the third parties stated above).

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, artwork and audio visual media of your artwork and containing your image or likeness in our marketing and promotional materials.

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.

DISCLAIMER:

The information provided is as far as possible accurate at the date of publication. Terms and Conditions are subject to change without notice.