

SHORT COURSES

Terms and Conditions

2017/2018

All of our day & evening courses can be booked online or by phoning the School on 0131 554 5761.

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 your class when booking.

FEES

The course fees cover professional tuition, use of studios and equipment, and all materials and lectures, with the exception of extra quantities of precious metals for jewellery courses. Also included, where applicable, are the cost of models and entrance fees to venues visited as part of the class. **THERE ARE NO HIDDEN COSTS.**

PAYMENT

A deposit of £50.00 is required with your booking, and the balance of fees is due three weeks prior to the start of the course. You may pay by credit or debit card, in cash, by cheque or online. Cheques should be made payable to Leith School of Art.

DISCOUNTS

A limited number of concessionary places are available. Please contact the School for further information. Please note that only one discount can be claimed for each booking. School pupils attending any of the Day or Evening courses are eligible for a 15% discount.

CANCELLATION

Leith School of Art reserves the right to cancel courses or substitute tutors if the circumstances dictate. If we cancel your course you will be offered an alternative course or a full refund of your deposit and fees.

If you cancel more than three weeks before the start of the course, your fees will be refunded minus a £25 administration charge. If you cancel your place less than three weeks before the start of the course, your fees will not normally be refundable. Non-attendance of the courses due to illness or personal circumstances does not provide the right to a refund or credit. However, 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.

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 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.