

SUMMER SCHOOL

Terms and Conditions

2018

All of our Summer Schools can be booked online or by phoning the School on 0131 554 5761.

Classes begin at 9.30am and end at 4.30pm, with a break for lunch between 1.00pm and 2.00pm. Each week finishes with a small exhibition of the work produced (on Fridays from 4.30pm to 5.30pm). Friends and family are welcome and refreshments are provided. Unless otherwise stated, courses are located at our North Junction Street Campus.

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 course. **THERE ARE NO HIDDEN COSTS.**

PAYMENT

A deposit of £50 is requested with your booking and the balance of fees is due four weeks prior to the start of the course. You may pay by credit or debit card, in cash, by cheque or online at www.LeithSchoolofArt.co.uk. Cheques should be made payable to 'Leith School of Art'.

DISCOUNTS

An early booking discount of £25 per course is available if you book and pay in full before the end of February 2018. Friends of Leith School of Art also receive an additional discount of £10 per course. You can become a Friend for just £15 a year. Please contact the School or visit our website for more information.

A limited number of concessionary places are available. Please note – concessionary places are not eligible for the discounts listed above.

CANCELLATION

Leith School of Art reserves the right to cancel courses if the circumstances dictate. If this happens you will be offered an alternative course, or a full refund of your deposit and fees. If you cancel more than four weeks before the start of the course, your fees will be refunded minus a £25 administration charge. If you have to cancel your place less than four weeks before the start of the course, your fees will not normally be refundable. Non-attendance at a Summer School 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. 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 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.