



Bridge House Art Ltd
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Bridge House Art Ltd Terms and Conditions

Please note that our courses are open to people that are 16 years old and above. If you are under 16 and wish to attend a class, please ask your parent or guardian to contact our office.

Summer School: Places cannot be guaranteed on any course until full payment is received. On-line bookings via Bridge House Art website is the recommended booking system. Early booking is advisable to ensure there is a space. Provisional bookings may be made by contacting the office via email (bookings@bridgehouseart.co.uk) however this is only available subject to availability and will only be held for 5 days by which time full payment should be received.

Portfolio Course: Deposit of £500 secures offer of place. Balance of payment for the full-time portfolio course is due 6 weeks prior to commencement of the course, detailed terms and conditions apply, please see specific portfolio course information as detailed in offer of place letter.

Online Course: Refunds are not available for online courses: Please read all course information thoroughly before signing up (excluding course content: worksheets/videos - accessible upon fee submission) If you are unhappy with the course, please contact Bridge House Art directly.

Your course contract: When you book a place on any course at Bridge House Art Ltd, your place will be guaranteed on payment of the full course fee. It is your responsibility to read our terms and conditions prior to booking - acceptance of these is presumed on receipt of payment. Bridge House Art Ltd undertakes to deliver the course as described in the course information in a professional manner and with all due care and consideration to the student.

Fees: Course fees cover all professional tuition, materials*, use of studios and equipment (*unless advised differently on course description), cost of models (where necessary), refreshments and lunch (as specified by individual courses, not portfolio course). Course fees DO NOT cover; accommodation, meals (out-with the teaching day), travel.

Payment: Payment for all evening, weekend and summer school week courses is required in full to secure any booking. Online booking is the fastest process to guarantee a place. Payment can be made by online booking via Bridge House Art website (credit card or Paypal). Cheques by prior arrangement (booking@bridgehouseart.co.uk) Cheques to be made payable to Bridge House Art Ltd. PLEASE DO NOT SEND CASH IN THE POST. In special circumstances and when availability permits, payment for summer course weeks can be made by a 50% deposit of £250 and the balance of £250 payable 8 weeks before commencement of course. To arrange this, please contact the office: bookings@bridgehouseart.co.uk.

Cancellation: Bridge House Art Ltd reserves the right to cancel courses if the circumstances dictate. If this occurs, you will be offered an alternative course or a full refund of your course fees.

If you have to cancel before the start of the course, please see refund structure below. If we are able to resell your place on the course, we will refund your fees minus 10% admin costs (90% refund of fees). Any change to these charges can only be made at the discretion of the school director. You are responsible for insuring against loss of fees through cancellation.

Amount of cancellation charges: **Summer and weekend courses**

Up to 12 weeks before	10% (90% of fees refunded)
Up to 8 weeks before	30% (70% of fees refunded)
Up to 4 weeks before	70% (30% of fees refunded)
Up to 2 weeks before	100% (0% of fees refunded unless resold, see above)

Amount of cancellation charges: **Portfolio course**

Deposit on acceptance of offer	Non refundable
Up to 8 weeks before	80% (20% of fees refunded)
Up to 6 weeks before	100% (0% of fees refunded)

Amount of cancellation charges: **Online courses**

Refunds are not available for online courses: Please read all course information thoroughly before signing up. If you are unhappy with the course, please contact [Bridge House Art](#) directly.

Force Majeure: This means that we will not pay you compensation if we have to cancel or change the course because of unusual or unforeseeable circumstances beyond our control. These can include war, industrial dispute, natural or

other disaster, fire, adverse weather conditions, tutor illness. (In the case of tutor illness, we will endeavour to find an alternative tutor to continue the course)

General information: Please come to the courses prepared. Art is a messy activity, please wear clothes that you are prepared to get dirty. Protective aprons are available. Bridge House Art Ltd cannot be responsible for damage or spillage on any property, unless neglect is present. You will be advised of any health and safety issues and emergency procedures at the beginning of the course. You are responsible for informing us of any particular health issues / allergies that we should be aware of. All materials are provided. Tutor support or technicians are provided as deemed necessary.

Disabilities: Bridge House Art Ltd welcomes all students, however we must inform you that due to the age and nature of the building, there may be some entrance / exit issues. Also, the nature of the course may require field research for subject material. Please contact the office before booking any course to discuss your particular requirements.

Data protection: Bridge House Art Ltd will treat all your personal information as private and confidential except where disclosure is made at your request or with your consent or where we are required by law to disclose. We will only use your information for the purposes of our own administration, marketing and customer services. We will never pass on your information to third parties. Any images taken during courses will only be used for promotion purposes. Please advise the tutor if you prefer that your image is not used.

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