

TERMS AND CONDITIONS

PAYMENT

Deposit

A non-refundable deposit of £100 is paid on booking to secure your place. The balance of the payment will be due 6 weeks before the course start date. Failure to pay the balance on time will result in your place being forfeit and deposit is not returned.

Payment

You can pay via bank transfer or by card, details will be provided during the booking process.

Full payment MUST be made when due otherwise your place on the course cannot be guaranteed.

CANCELLATION POLICY – BY STUDENT

Up to 4 weeks before the start of the course:

Refund less admin fee/deposit retention of £100.

Less than 4 weeks before the start of the course:

No refund UNLESS your place on the course can be filled. If we are able to fill the space a refund will be provided less admin fee/deposit retention of £100

CANCELLATION POLICY – BY TUTOR

In the rare event that we need to cancel a course, in the first instance you will be offered a new date or course transfer. If we are unable to accommodate you on a course, a full refund will be given

CAT CROXFORD AND LIZ HARVEY
SKETCHBOOK TO EASEL

CLASS SIZE

We reserve the right to cancel and rearrange the class should it fail to reach the minimum required number of students.

LUNCHES

Lunches are provided, if you have any dietary restrictions you must advise us at least 4 weeks before the start of the course. Whilst we will do our best to accommodate your dietary requirements, it is the participant's own responsibility to ensure they are aware of ingredients of foods, particularly if you have an allergy or intolerance.

TAKING ARTWORK WITH YOU

All artwork **MUST** be taken with you at the end of the course. Any artwork left behind will be recycled. For any reason you are unable to take the work with you, we will arrange a courier at additional expense to you.

Access and Facilities

Please be aware the studio is accessed via a step and toilet facilities are situated on the upper floor of the studio