



## TERMS AND CONDITIONS

### PAYMENT

Full payment is required at the time of booking unless otherwise stated.

#### Deposit

In some circumstances you may be offered a deposit option, this is at Cat Croxford's discretion. A 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 your deposit refunded less £25 admin fee.

**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:

Full refund less £25 admin fee or a course transfer.

#### Less than 4 weeks before the start of the course:

No refund, no course transfer UNLESS your place on the course can be filled.

**Course transfer option in both cases can only be taken once.**

### CANCELLATION POLICY – BY TUTOR

In the rare event that we should we need to cancel a course, you will be offered a new date or course transfer.

### CLASS SIZE

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

### TAKING ARTWORK WITH YOU

As our use of the venue is limited to the course weekend only, 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.