

ArtyBirdCarnforth

www.artybirdcarnforth.co.uk

When participants enrol they will acknowledge that they have read these terms and conditions and will abide by them.

ArtyBirdCarnforth will keep a copy of all assessment work throughout the duration of the programme

ArtyBirdCarnforth will respond as quickly as possible to an enquiry or assessment feedback. This will occur within 3 weeks of receiving the correspondence.

ArtyBirdCarnforth cannot be held responsible for inappropriate actions made by a participant when completing required work for the course.

No responsibility can be accepted by ArtyBirdCarnforth for any accident or injury sustained when a participant is engaged in course work.

Participants must have suitable insurance for any activities where this is a requirement by law.

Participants understand that until payment is made and cleared through the receiving bank they cannot be enrolled or registered with the awarding body.

Participants can only access the course content once payment has been made to ArtyBirdCarnforth.

No refund can be given on a programme fee if a participant chooses to leave part way through a programme of study. Should the pathway not be completed within the tuition time, ArtyBird Carnforth will charge £30 to mark each outstanding module. These need to be completed within the time of your City & Guilds registration.

If a participant is paying by instalments and chooses to leave part way through the programme then the remaining balance becomes due immediately.

ArtyBirdCarnforth holds the right to change information or requirements of the programme/pathway as necessary. By doing so this will keep the content current, authentic and valid.

ArtyBirdCarnforth would like from time to time to reproduce participants work in the gallery on the website and in promotional materials.

ArtyBirdCarnforth will ask you for written permission for you and your work to be photographed, and to feature in the gallery and on the website.

ArtyBirdCarnforth has the right to refuse enrolment to any prospective participant.

ArtyBirdCarnforth reserve the right to fail participants who do not meet the assessment criteria or address issues identified in individual feedback and action plans.

Participants have the right to appeal against assessment decisions, details are provided in the ArtyBirdCarnforth Appeals Procedure (available from a member of staff)

ArtybirdCarnforth operates any Equal Opportunities Policy (available on enrolment)

ArtyBirdCarnforth expects and provides courteous communication by E mail at all times.

ArtyBirdCarnforth cannot be held responsible for any virus transferred by E mail.

ArtyBirdCarnforth will ensure their system is protected with adequate anti-virus software.

The resource materials and programme/pathway content for the ArtyBirdCarnforth Qualifications are the property of ArtyBirdCarnforth, access should only be given to those who have paid to enrol on the programme, the materials and content provided should not be duplicated or used elsewhere without the permission of ArtyBirdCarnforth and you should never divulge your user name and password to a third party.

The publication of material designed or owned by ArtyBirdCarnforth is strictly prohibited.

ArtyBird does not tolerate plagiarism if participants are proven to have presented work that is not their own they will be removed from the programme immediately.

Where participants imitate another artistic style, whilst clearly stating sources and inspiration, this is acceptable.

All work submitted on a programme of study must be current, i.e. not used before on another programme. This does not include certain samples that move with the participant from different levels within the same craft title. Work done on external workshops is encouraged and can form part of the student's portfolio – showing an extension of skill and knowledge.

All photographic material featured in the website will be shown at a resolution of 72 pixels per inch thus discouraging the unauthorised reproduction of material featured.

On line participants are expected to complete their courses as follows:
Foundation Level - 1 year, Intermediate & Advanced – 2 years. However, in some cases after negotiation with the tutor these could be amended, although this may incur an extra charge.

After the initial correspondence with regard to the enrolment of an on-line candidate the tutor will make a couple of follow up emails. After that the onus is on the student to initiate correspondence. The tutor is always contactable via Edmodo and email and we encourage on-line candidates to keep up a dialogue.

If ArtyBirdCarnforth has not heard from an online participant within a period of 12 months then they will be removed from the email list and we will presume that they no longer wish to carry on with the programme

ArtyBirdCarnforth will not take responsibility for the unauthorised publication of work featured in the website.

ArtyBirdCarnforth reserve the right to remove images deemed to be inappropriate (by the team at ArtyBirdCarnforth) from the website.

Should a participant wish to replace a lost or damaged certificate. They can order a replacement. There will be a £30 charge for this.

Participants agree to data being collected and held by ArtyBirdCarnforth in accordance with the Privacy Policy.

Please sign and forward a copy to ArtybirdCarnforth together with your application form

I have read and agree to comply with the ArtyBirdCarnforth terms and conditions.

Yes/No

Signature:

Date:

Any queries about this form email the team at: alisonseddonabc@gmail.com