

2021-22 Saturday Art School Terms and conditions

Payment

All payments are made using our secure online booking system; course fees must be paid in-full at the time of booking to enrol on your course. We do not accept deposit course reservations.

Company payment

If your company or place of work is paying for your course fees, please proceed with the booking process online in the usual manner until you reach the payment stage, then stop. Please contact us when you have done this via saturdayartschool@aub.ac.uk adding the company address to send the invoice to. Once our Finance department have received and cleared payment your place will be secured. We will then email you a confirmation letter.

Confirmation of course

Once we have received and processed your booking you will receive a payment confirmation via an automated email and a confirmation letter will be emailed to you also.

Venue

All courses take place at AUB, on our Wallisdown campus. Times, dates and fees are listed with the rest of the course information.

Changing dates or postponing a course

In rare circumstances, we may need to change the start date of a course or substitute one of the dates of the course. We will endeavour to give you as much notice as possible. We regret that we will not be able to refund you if we need to change one of the dates during the course. We will be able to offer you an alternative course subject to availability.

If a class is postponed for reasons that we are responsible, such as staff illness, we will reschedule your class to make up for any missing hours.

Cancellations by us

All courses have minimum attendance levels, in very rare cases where we do not receive sufficient numbers to run the course, it will be duly cancelled. All participants will be notified and offered an alternative course or fees refunded in full.

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We reserve the right to make such changes to the course programme as may be necessary for reasons of quality, operational efficiency, or circumstances, including industrial action, beyond our control. If we cancel a course, all participants will be notified, and all payments refunded in full.

Refund of fees will normally only be made in the event of a class cancellation.

Please refer to the University [Fees and Charges Payment Policy](#).

Cancellations by you

You are entitled to cancel your course and receive a full refund within 21 days* of making your booking. Please inform the Saturday Art School office in writing by email via saturdayartschool@aub.ac.uk.

*Please note, if a booking is made within 30 days of the course commencing, due to the proximity a refund cannot be issued.

Transferrals

Transferring to an alternative course is sometimes possible, you are advised to notify the Saturday Art School team as soon as you are able, we will endeavour to support individual requests but cannot offer any guarantees as the alternative course may already be fully subscribed.

Course capacities

Tuition is delivered on a group basis, although it does take account the individual students' personal interests and needs.

All courses are subject to maximum enrolment levels to ensure a good tutor-student dynamic, best student experience and ensures that AUB Safeguarding policies are adhered to at all times.

Student age

Saturday Art School classes are designed for young learners aged 8 – 16 years plus. In each course description as advertised online, states the specific age categories allotted to each course subject. It is the responsibility of the person booking their chosen course, that the student being enrolled complies with age group recommendations.

Please check this information before enrolling your child. We do not accept children on any course if they are not in the specified age category.

Non-attendance

Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to a refund, extra tuition or a transfer.

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Students will need to have a 100% attendance record in order to qualify for a course certificate.

Bank holidays

There are no classes held on bank holidays, courses will continue over an extended period so that participants still have the advertised number of sessions to attend.

School half-term

Short courses do not stop for school half-term holidays; please ensure you take this into consideration before booking your chosen course.

Parking

The University car park is open access to all students from 09.00 on Saturdays. Please note, during AUB Open Days or other special events held on campus, we cannot guarantee parking. However, we shall ask your tutor to remind you of such occurrences.

If you're a disabled parking badge holder or have a medical condition, you'll have full access to the car park at all times.

Please contact our Senior Disability Officer to discuss your needs on +44 1202 363291 or email wellbeing@aub.ac.uk

Disability Disclosure

We welcome applications from students with disabilities. However, it is essential that you contact us at the time you make your booking to discuss any support needs. This way we are able to help you from the very beginning of the course.

By disclosing a disability to us you gain access to the professional, confidential services that the Disability & Learning Support Team can provide.

The term 'disability' refers to mobility difficulties, mental health difficulties, autism/Asperger's syndrome, chronic fatigue syndrome/ME, visual/hearing impairment, learning difficulties such as dyslexia and dyspraxia, as well as medical conditions such as epilepsy or asthma.

It's important for any student with a disability that requires assistance in any way, to complete a [Disability Disclosure form](#) and return it to the Saturday Art School office promptly. The information you provide will be treated confidentially and will only be shared with others with your permission.

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Wheelchair facilities

Yes, but please contact us so we can confirm the arrangements.

Additional support

Please contact the Senior Disability Officer, if you require any additional support whilst studying a Short Course – disability@aub.ac.uk, or by phone on 01202 363291

Additional costs

Saturday Art School students will not be required to pay any additional fees for materials or consumables.

Age restrictions

All Saturday Art School courses have a specific age category; this information is clearly stated in the course description viewable online.

Discounts

A 20% discounted rate is offered to full-time Arts University Bournemouth and Bournemouth University staff* (restricted to one staff/student discounted place per course).

*Not applicable to Short Course students

Funded places

As part of our commitment to equal access in creative education and careers, we provide a limited number of funded places on our Saturday Art School. To be eligible for consideration, your child must meet one or more of the following criteria:

- The young person is currently eligible for Free School Meals.
- Your current home postcode shows that you live in an area with low levels of progression to Higher Education. Check your [eligibility for the POLAR4 measure](#) – postcodes in the lowest 2 POLAR4 quintiles qualify.
- Your current home postcode shows that you live in area that falls within the lowest 20 per cent of the Index of Multiple Deprivation (IMD). Check you [eligibility for the IMD measure](#) – postcodes in the lowest 2 deciles qualify.
- The young person has been in local authority care or looked after for three months or more.
- The young person has caring responsibility for an immediate family member.
- The young person has a disability.

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- A parent or carer of the young person is a serving member of the armed forces.

You can apply for a funded place [here](#)

Data protection

The information provided by you when booking your course and creating an account with AUB will be used by the Saturday Art School team to provide the delegate with the information needed to attend their course and to provide services in relation to said course. We may also contact you to request feedback in order to improve the services we offer. We will share your response and feedback anonymously with your tutors to allow them to run their courses to best effect.

Your information will be held securely on our management information system in line with the General Data Protection Regulations. (Our retention schedule states that we will hold information for three years from last point of contact if no permission to market or five years if permission held, so we can be more specific re: how long we hold information for).

Occasionally we may wish to notify you by post, email or phone about events, news and opportunities. Under the General Data Protection Regulations (GDPR) we are required to obtain your consent in order to add you to our mailing list. If you provide consent to this when booking your course, your name and address will also be held in our marketing system. We will keep you on our mailing list until you inform us that you no longer wish to be on it. You can opt-out of our mailing list at any time by emailing saturdayartschool@aub.ac.uk

We will not share your personal information with any third parties unless required by law, nor will we sell your details. However, we may share your personal email address with your course tutor, specifically to support course delivery and effective communications between student, parent and tutor.

There may be occasions during the course for students to participate in promotional activities for AUB, including photography and video recording. We will ask your permission to use these images and recordings at the beginning of your course (or earlier). We may subsequently use these images and recordings in our promotions, online, in print and on social media. We will not include any personal details in these promotions.

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Your personal information is your personal property and as such we recognise that this places serious responsibilities on us. Arts University Bournemouth have therefore published a separate [Privacy Policy](#) on these web pages. Our omission to exercise any rights under these conditions of use does not constitute a waiver or such right unless expressly accepted by us in writing. We use the definition of personal data as detailed in the GDPR.