



# **Arts University Bournemouth Summer Courses 2016**

**Booking and Information Guide for students aged 16 - 17**

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# 1. Welcome

Thank you for your interest in our creative summer courses.

This booklet has been designed to give you further information about summer courses at AUB. Should you have any further queries or questions after reading this, please do contact us.

[summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk)

Telephone: +44(0) 1202 853605 or +44(0) 1202 853608

[www.aub.ac.uk/summer](http://www.aub.ac.uk/summer)

## 2. How to book and pay for a summer course

Our secure online booking system will allow you to book and pay using a debit or credit card for your chosen course.

Simply select the course you wish to attend from the list on the left hand side of the webpage at [www.aub.ac.uk/summer](http://www.aub.ac.uk/summer) and click on the 'Check course availability and book online' link.

You will be required to create your own login to proceed with the booking

Until June 2016, there is a deposit system in place for summer courses 2016 bookings. If you book your course place before this time, you will only be required to make an initial deposit payment of £595 to secure your course place, with the remainder fees (£1000) payable no later than 1<sup>st</sup> July 2016. If you book your course place after 1<sup>st</sup> June 2016, the full course fees of £1,595 will be payable upon booking.

Once we receive your booking online, you will receive an automated email with confirmation of your booking and payment. This email will also detail how to book optional extras such as our Homestay accommodation package and airport transfers.

If you are unable to pay by debit or credit card, or experience any difficulties booking online, please contact us and we will assist you with an alternative booking method.

### **AUB Student Enrolment Policy**

For AUB short courses, including evening courses, Saturday courses and summer courses, you will provide information as part of the application process which is held by the University. Your enrolment is confirmed when you pay the fee, and is ratified on the first day of attendance. By paying the fee and attending a class, you are agreeing to the terms and conditions of enrolment. Please see [aub.ac.uk/uniregs](http://aub.ac.uk/uniregs) for more details about our Student Enrolment Policy and the Terms and Conditions of Enrolment at AUB.

## 3. Summer Course Accommodation

Parents/guardians can book a Homestay Package through the online booking system by selecting the [Homestay optional extras for students' aged 16-17](#).

Please ensure you select optional extras from for students' aged 16-17 and not for students' aged 18 and over.

## 4. Homestay Package for students aged 16-17 (£870)

The University uses a trusted provider, [White House Guardianship](#) to source and provide appropriate host families for all students aged 16-17 and for all pastoral care and support 24 hours a day.

### A Homestay Package consists of:

#### 4.1 Host Family

Families are carefully selected allowing students and parents/guardians to view family profiles and to contact the family prior to arrival.

#### 4.2 Full board

Breakfast, Lunch and Dinner will be provided for the duration of the Course, 7 days a week.

#### 4.3 Twenty-four hour care and support

A local coordinator will be assigned to each student and are available 24/7 to help with any issues and/or questions students may have during their stay in the UK. In addition, the coordinator will visit all homestay students at the University each week.

#### 4.4 Confirmation Letter (for Visa Purposes)

White House Guardianships will send a confirmation letter for visa purposes.

International students aged 16-17, who do not hold a UK/EU/EEA passport, will need a visa that allows them to live and study in the UK. The majority of international students 16-17 may do so using a *Child Student Visitor* visa. ***It is the parents/guardians responsibility to determine if a student needs to apply for a visa in advance and to allow sufficient time to obtain a visa.***

### Booking your own accommodation

Parents and Guardians who wish to book independent accommodation and guardianship arrangements for students, will be required to sign a **Parental Consent form**, relieving the University of all responsibility for the student when not in class (*a consent form can be found on the last page of this guide*).

The University highly recommends that all parents/guardians discuss this option with the Summer Course Accommodation Officer or White House Guardianship before deciding upon this option.

## 5. Airport Transfer

Heathrow/Gatwick	£250
Luton/ Stanstead	£300
Southampton	£80
Bournemouth	£50

*All prices are for return transfers*

A meet and greet service and airport transfer, is recommended for all students aged 16-17 and can also be booked online as an [Optional Extra](#).

Once we receive your booking online, you will receive an automated email from AUB with confirmation of your booking and payment.

Within 5 working days, White House Guardianships will contact you to organise your Host Family Accommodation and to provide any further information on optional extras such as Airport Transfers. Please note that taxis may be shared with 2-3 other summer course students when necessary.

## 6. Travelling

### Arriving by Air

Please see 'Airport Transfer' above for details of how to arrange a taxi transfer.

Local International Airports: Southampton and Bournemouth

[www.southamptonairport.com](http://www.southamptonairport.com)

[www.bournemouthairport.com](http://www.bournemouthairport.com)

### If you are arriving by Rail

Bournemouth train station is located just 1.5 miles from the University campus, with good links provided by local buses. If you intend to travel by train to AUB from London, you will need the London Waterloo service which stops at Bournemouth.

Taxis are available just outside Bournemouth train station and the University is less than a 10-minute drive from the train station.

## 7. Disability Disclosure

We encourage you to tell us about any disability or specific learning difficulty so that we can do everything possible to support you during your time at the University. Any information you tell us about your disability will be treated in confidence and will only be shared with appropriate members of staff with your permission. Only in exceptional circumstances will it not be possible to maintain confidentiality – when direct action needs to be taken in order to protect the health and welfare of you and/or others. However, if any such course of action were deemed to be necessary, you would be informed of our intentions.

## 8. Physical Access to the University

Whilst the campus is wheelchair accessible, with automatic doors, lifts and toilets all suitable for wheelchair users, access to certain studios and departments may be limited. In instances where access is limited, we will endeavor to ensure that classes and tutorials are undertaken within accessible spaces.

Parking is available on campus for students with mobility difficulties. If you have asthma or breathing difficulties, the atmosphere within some workshop areas may aggravate your condition and you should discuss with your doctor any health implications prior to your being exposed to these hazards.

The campus is fitted with a deaf alerted fire alarm system, which provides free of charge vibrating pagers to students with hearing impairments to use. For information on any services for disabled students, please contact us.

## 9. Equality and Diversity

The Arts University Bournemouth is committed to a policy of equality and aims to provide a working, learning and social environment which is free from discrimination and prejudice, and which promotes diversity.

Equality is about creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential. Equality is the underlying principle that entitles everyone to freedom from unfair discrimination. We want everyone at AUB to help create an environment that encourages inclusion, positive attitudes to difference and equal opportunities for all.

We value and celebrate the diversity of all our staff and students and what they bring to our community. We pride ourselves on equality of opportunity within a friendly, collaborative and safe environment; we ask that you contribute to this by showing respect and support for your fellow students at all times.

## 10. Data Protection Act 1998

The data, which is entered on the enrolment form or subsequent data requests, will be processed in accordance with the Data Protection Act 1998. The University will only process it for the original purposes for which students gave the information. Information may be passed to third parties for relevant and legitimate purposes (for example, relevant information may be passed to WHG, examination boards, validating bodies, local authorities and other government agencies as required). The University may also use this information to contact students regarding its own products and services.

## 11. Campus Facilities

Summer course students will have access to our **university library**, which has an excellent range of specialist learning materials and resources. Summer course students will be able to borrow up to 4 books at a time for 1 week.

Printing and photocopying facilities are available in the Library. These facilities are chargeable and students can add the required funds to obtain these facilities via a machine in the Library.

**The Museum of Design in Plastics (MoDip)** is situated in the Library. It offers a specialist plastic collection that supports research into and the study of design in plastics, and a studio collection to support other areas of teaching and learning at the University.

**The Gallery** at Arts University Bournemouth offers a unique space in the South West for the arts including design, media and performance. Showcasing work from contemporary artists, The Gallery has forged important links with regional arts organisations; including Aspex, Russell Cotes Art Gallery and Museum, Dorset Visual Arts and Arts Bournemouth.

**AUB** has a **refectory** on campus, serving hot and cold food choices during the summer, Mon – Fri from approximately 8.30am – 3pm. A variety of breakfast, lunch and snack options are available and are all reasonably priced. There is also a Costa Coffee bar upstairs above the refectory.

## 12. Frequently Asked Questions

### **What is included in the course fee?**

Fees for our summer courses include all materials required (unless specified), use of all AUB specialist equipment and facilities, transport cost and admissions fees for any course educational/study visits.

### **What happens after I book my course?**

Once your booking has been confirmed and paid, you will receive an automated email confirming your booking and payment with further instructions on how to book optional extras such as accommodation and airport transfers. You will also receive details of any further steps you will need to complete your course booking, such as providing AUB with a copy of your passport.

International students (students who do not hold a UK/EU/EEA passport or ID) will receive from the university a confirmation letter by email. The letter can be used for visa purposes. Pre-arrival information will be emailed to all students one month before the start date of your course. If you will be applying for a visa and need documents to confirm your travel and course arrangements in order to secure your visa, please note that payment confirmation letters for visa applications will only be issued once the course fees and any accommodation you have booked have been paid in full.

### **What language are the courses held in?**

All the summer courses are taught in English. We recommend you have an intermediate level of English in order to benefit fully from your experience on our summer courses. If your level is lower, we recommend you book our English + Art, Design and Media course.

### **Is there an age limit?**

Our summer courses are open to applicants aged 16 years and over and there is no upper age limit – many of our courses attract a varied age range.

### **Will I need a visa? If so, which one?**

If you do not hold an UK/EU/EEA passport you will need a visa that allows you to study here in order to take one of our courses. The majority of international students intending to study a short summer course in the UK may do so using a *Child Visitor* visa. However, it is your responsibility to determine if you need to apply for a visa in advance and to allow sufficient time to obtain a visa.

*If you do not have the correct visa that allows you to study in the UK you will **not** be able to study with us and you will not be eligible for any refund of your course fees. AUB will be checking all summer course students' visas and travel documents to ensure eligibility on the first day.*

**What do I get at the end of the course?**

You will be issued with a Certificate of Attendance on successful completion of your course. You may use this to evidence the work, which can be added to your portfolio.

**Will I have access to computers/ the Internet?**

Yes. All students attending the summer courses will have access to computers (PCs or Macs) and Wi-Fi around the University campus. You will be given a login, password and further information when you arrive.

## **13. Booking Terms and Conditions**

All enrolments are subject to the following conditions, which become legally binding on acceptance of enrolment by the Arts University Bournemouth.

**Payment**

It is advised that you make your course booking as early as possible, as places on the summer courses are strictly limited. A deposit of £595.00 is required to secure your course place. For bookings made after 1<sup>st</sup> June, the full amount £1,595 will need to be paid to secure a place.

**Confirmation of course**

Once we have received and processed your booking we will send you confirmation. If you have paid online you will receive an automated email from the online payment provider and a further email from the Summer Courses Office. If you have paid a deposit, the remaining course fees of £1,000 will need to be paid **no later than July 1<sup>st</sup> 2016** - you will receive instructions on how to pay the remaining fees in your deposit confirmation email.

**Visas**

White House Guardianship will send following your booking online and request for a Homestay Package, a Confirmation Letter that can be used for visa purposes to you.

If you do not hold an UK/EU/EEA passport you will need a visa that allows you to study here in order to take one of our courses. The majority of international students intending to study a short summer course in the UK may do so using a Child Visitor visa. Please refer to the [UK Visas and Immigration government website](#) for details on what visa you require and any other supporting documents you may need.

Please be aware that it is your responsibility to determine if you need to apply for a visa in advance and to allow sufficient time to obtain a visa. Due to UK Border Control regulations we will be checking all summer course student visa and travel documents to ensure eligibility; we will not allow students to join the course if they

do not have a visa that allows them to study in the UK, and in these circumstances, they will not be eligible for any refund of your course fees.

### **Cancellations by us**

The courses all have a minimum attendance level and may have to be cancelled if students drop out at the last minute or we do not receive sufficient numbers to run the course.

We will try to keep you up to date with this information if it looks likely that your course may not run. The Arts University reserves the right to make changes to the course programme as may be necessary for reasons of quality, operational efficiency or circumstances, including industrial action and weather conditions beyond our control.

It is compulsory for the Student to be at all times comprehensively insured to cover all costs and consequences of recovery of course fees and flights booked or needed in the event of cancellation or early departure. We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of courses or timetabling constraints beyond the cost of the course fee.

If we cancel a course, all participants will be notified and payments refunded in full. Refunds of fees are normally only made in the event of the cancellation of a class by AUB.

### **Cancellations by you**

All cancellations must be made in writing to [summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk).

If you wish to cancel your summer course place, you will be entitled to a full refund **only if your cancellation is received within two weeks of paying for your course.**

If we receive your cancellation no later than 60 days prior to the start date of your summer course, you will be entitled to a refund of the course fees paid, minus an administration fee of £250.

If you need to cancel your course place and have paid the deposit only, you will be entitled to a refund minus an administration fee of £250.

**Where a cancellation is made less than 60 days prior to the start date of your course, you will not be entitled to a refund.**

### **Transferrals**

You may only transfer to another course at the discretion of the summer course office. Please contact the summer course office at least 6 weeks in advance of the course start date if you are considering a course transfer.

### **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 course transfer.

### **Accommodation**

Parents/Guardians of students aged 16-17 will be asked to sign an agreement with our third party Homestay Package provider, White House Guardianship. Any breach of the agreement will be dealt with between parents/guardians and White House Guardianship directly.

### **Dismissal and Withdrawal**

Any summer course student who displays disrespectful, aggressive, intimidating or racist behaviour to other students or AUB staff members will face instant

share any information on social media platforms about other students or staff on your summer course, without their permission. In these instances, you will not be entitled to any refund.

### **Insurance**

It is compulsory for the Student to be at all times comprehensively insured to cover all costs and consequences of medical treatment, repatriation, personal/public liability, personal accident, damage/theft/loss of personal belongings, legal expenses, recovery of course fees and flights booked or needed in the event of cancellation or early departure.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/>

### **Marketing, photography and videos**

Parents/Guardians of Students aged 16-17 agree for students to participate in promotional activities undertaken by the Arts University such as photography, videoing, recording and other such activities. These activities may result in the production of materials featuring the student such as brochures, posters, websites, and newsletters and marketing campaigns.

Parents/guardians must specify in writing if they do not wish the student to be included in any promotional publications.



# PARENTAL/GUARDIAN AGREEMENT

## Summer Courses 2016

Course Dates: \_\_\_\_\_

Course name: \_\_\_\_\_

Student Name: \_\_\_\_\_ «Offer\_Sent»

To the person with parental responsibility for **STUDENT NAME** who will be attending a daytime course between the hours of 09:00 – 16:30, Monday to Friday at the Arts University, and at all other times when living in the Bournemouth and Poole area under the care of an appointed guardian.

I have appointed a guardian with the right to act 'in loco parentis' in any situation, particularly in emergencies including the signing of permission for surgical treatment.

Name of appointed guardian: \_\_\_\_\_

24 hr contact telephone no of the guardian: \_\_\_\_\_

Student address whilst attending AUB Summer Course:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Parental/Guardian Consent:

AUB do not provide welfare provision for students aged 16-17 who are attending a summer course, students are expected to behave in a mature and respectful manner whilst on campus during the hours of their course and also outside of these hours in the local area. The appointed guardian agrees to take full responsibility for the behaviour and actions of the student at all times whilst registered as an AUB Summer Course student.

Please sign and date the declaration below to indicate you are fully responsible for the above mentioned student and have appointed a guardian to act in loco parentis.

**I, the undersigned have read the above statement and agree to its contents.**

\_\_\_\_\_

(Signature of parent/guardian)

\_\_\_\_\_

(date)

\_\_\_\_\_

(Relationship to student)

If you have any questions or concerns, please contact the Summer Courses office for assistance and advice: [summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk) +44 (1) 202 853624

**Our summer courses are popular and do book up quickly.**

**In order to guarantee your course and host family place we recommend you book and pay online as soon as possible.**

## **AUB SUMMER COURSES OFFICE**

**Telephone: +44 1202 853605 / +44 1202 853608**

**Email: [summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk)**

**Facebook: [facebook.com/summercoursesAUB](https://www.facebook.com/summercoursesAUB)**

**<http://www.aub.ac.uk/summer>**