



Arts University Bournemouth Summer Courses 2017

- **Booking Terms & Conditions**
- **Halls of Residence Code of Conduct**
- **AUB Policies**

1. 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 is required to secure your course place. For bookings made after 1st April 2017, 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 1st May 2017** – you will receive instructions on how to pay the remaining fees in your deposit confirmation email.

Visas

The majority of international students intending to study a short summer course in the UK will require a **Short-term study visa**; the university will provide a visa support confirmation letter upon receipt of full payment.

Please refer to the [UK Government Visa & Immigration Website](#) for clarification of visa requirements and any other supporting documents you may need.

It is the responsibility of the student to apply for a visa in advance and to allow sufficient time to obtain it prior to attending our summer course.

On the first day, AUB staff will check all summer course student visas and travel documents to confirm eligibility; students without the necessary visa will not be able to join the course, and will not be eligible for any refund.

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 and will inform you as soon as possible if it looks likely that your course may not run. The Arts University reserve 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.

If we cancel a course, all participants will be notified and payments refunded in full. Refunds of fees will normally only be 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

If you wish to cancel your summer course, 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 fees paid, minus an administration fee of £250.

If you 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

All summer course students must comply with the Halls of Residence Code of Conduct at all times. Any student in breach of the code may incur a fine. Repeated offences may lead to eviction.

Parents/Guardians of students under the age of 18 residing in university halls of residence will be asked to sign an agreement with the university on behalf of the student.

Students under the age of 18 residing with a homestay family will sign an agreement with White House Guardianships.

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 dismissal and will be withdrawn from the course and accommodation with immediate effect. 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.

Marketing, photography and videos

There may be occasions during the course for students to participate in promotional activities undertaken by Arts University Bournemouth; including photography and video recording. These activities may result in the production of materials featuring students in brochures, posters, websites, newsletters and marketing campaigns.

Please contact us in writing if you do not wish to be included in any promotional publications.

2. Halls of Residence Code of Conduct

Summer course students will have the opportunity to share with many other students from across the world and will have the opportunity to make new friendships. It is important students take responsibility by being a good neighbour and showing consideration for others whilst residing in shared accommodation.

The following regulations must be adhered to; any breach of these regulations may result in a fine. Repeated offences may lead to possible eviction.

- Students are not permitted to smoke inside the accommodation – this includes all types of e-cigarettes. Any student in breach of this regulation will be fined.
- Students should ensure they do not cause any noise which is audible outside of their room between the hours of 11.00pm and 08:00am – kitchen windows must be closed by 9pm to prevent noise disturbing local residents.
- Students are responsible for ensuring they keep their own room tidy as well as the communal kitchen – flats will be inspected weekly and the University reserves the right to take action should cleaning standards fall beyond acceptable levels; this may result in liability for any cleaning costs incurred by AUB.
- Students should report any faults or items in need of repair promptly. Charges will be implemented where there is evidence of deliberate damage/vandalism.
- Students must familiarise themselves with the fire safety and evacuation procedure, failure to evacuate in the event of a fire alarm may result in disciplinary action. Any student raising a false fire alarm will be charged for the costs incurred.
- Students are permitted and may request to have an occasional overnight guest for no more than 2 consecutive nights – guests must be signed in and out at the main reception desk.

Students must be polite and courteous at all times to members of staff and other students residing in the accommodation.

3. 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 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.

4. 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.

Free parking is available 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.

5. 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.

6. 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. It will only be processed by the University 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.