

## **Broadland Arts Centre**

### **Course Fees and Discounts**

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#### ***Course fees***

The non refundable deposit or the full fee should accompany the completed booking form

Deposit for 1 and 2 day courses	£30.00
Deposit for 3 to 5 day courses	£60.00
Deposit for Sailing/painting cruises and Holidays abroad	£100.00

#### ***Discounts***

Discounts are available as follows

- If you introduce one or more friends, there is a £10 discount for you and £5 discount for friend/s
- Special rates apply to group bookings on any one course
- If 10 or more persons on the course the Group leader place is free
- Courses can be tailor made to suit a groups' requirements
- Only one course discount is available per person per year

### **Booking Conditions**

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The Administration for courses is provided for

Drawing & Painting Courses (Including Sculpture & 3D)	Applied Arts Courses
<b><i>Angela Dammary</i></b> 43 The Crossways Westcliffe-on-Sea Essex SS0 8PU	<b><i>Kit Calladine</i></b> The Pyghtle Pennygate Barton turf Norwich NR12 8BE

#### **Payments:**

- Mail the completed booking form to the appropriate administrator (above).
- Balance of payments may be made in two equal stages (provided that payments are complete by the 8 week deadline).
- Final payments must be received no later than 8 weeks before the course commences.
- Less than a full deposit payment for course fees and "B&B" at Broadland arts Centre will not be accepted as a firm booking.
- Incomplete payments by the 8 week deadline may result in the place and the accommodation being reallocated.
- Completed booking forms must be received by BAC to reserve a place on any course.
- All bookings are accepted under our terms and conditions regardless of how the booking was placed.
- Non payment of the final balance will not be assumed to imply cancellation
- Failure to attend a booked course will incur the cancellation charges (see below).

#### ***Amendments to fees:***

If a participant wishes to transfer to another course for any reason other than those shown in course cancellations by the centre an amendment fee of £5.00 will be charged.

If a transfer is requested within 8 weeks of a course commencing it will be treated under the cancellation conditions.

Reminders are not sent, receipts are usually sent, but an s.a.e. is always appreciated

## **Cancellations:**

### **Cancellations by the Client**

Cancellations must be made in writing to the appropriate administrator (as above)  
It is regretted that, without exception, the following cancellation charges will be applied

Cancellations received less than 8 weeks before the course commences	Full fee is forfeit
Failure to attend the course	Full fee is forfeit

**Insurance** to cover possible cancellation is strongly advised and details are available on request.

### ***Cancellations by the Centre***

The Centre reserves the right to cancel any course if it becomes necessary to do so. Participants for whom places were booked, will be notified as soon as possible and may then transfer to other courses, depending upon availability, without loss of monies or incurring an amendment fee. No monies paid may be transferred to courses in the following year unless the centre has made the cancellation.

Payments will be refunded in full if clients prefer to withdraw their bookings – Except – in the event of an advertised tutors' illness or inability to tutor the course – for whatever reason. In such circumstances the centre will endeavour to obtain a substitute deemed to be comparable. If subsequently a participant finds the Centre's choice of tutor unacceptable, and decides to withdraw from the course, refunds can only be given in accordance with the procedures outline in this document. If a suitable substitute cannot be found, all monies paid will be refunded in full.

The centre also reserves the right to terminate the course of any participant whose behaviour is deemed to be detrimental to the group as a whole, without refund.

## **Privacy**

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Electronic Data currently held by Broadland Art Centre is limited to personal contact details only.

All mailing is done "in house" by the course administrators (with assistance at peak times).

Such data is **never** passed on without the express permission of the person concerned.

Written/Printed documentation is held according to standard business practices, by the Broadland Art Centre course administrators.