

Booking Terms and Conditions – Creative Writing Course 2018

In making a course booking online, you agree to the following terms and conditions:

Bookings and Payment

The deadline for bookings is 12 noon on Thursday 18 August 2018. A deposit of £250.00 should be paid within 24 hours of submitting the online booking form.

The balance of your course fee is due no later than Thursday 18 August 2018. An unpaid or late balance may be treated as a cancellation. If we do not receive your balance by the due date, we reserve the right to offer the place to someone else.

All payments should be made by electronic bank transfer, using payment reference 'creative X' where the applicant's surname should be substituted for 'X'. Payments should be made by electronic bank transfer by using the following credit account details:

ACCOUNT NAME: LUCY CAVENDISH COLLEGE

ACCOUNT NUMBER: 60592439

SORT CODE: 20-17-19

IBAN: GB70 BARC 2017 1960 5924 39

SWIFTBIC: BARCGB22

BANK NAME: BARCLAYS BANK PLC

BANK ADDRESS: 9-11 ANDREWS STREET, CAMBRIDGE

Travel insurance

We cannot reimburse travel costs or other losses incurred by you in the event of cancellation by us or you. You are strongly advised to take out travel insurance to cover potential loss arising from cancellation or other eventuality affecting your booking, including course fees and travel costs. You should check that any policy you take meets your needs.

Participants are advised that Lucy Cavendish College accepts no responsibility for loss or damage to their property or for any other loss other than in respect of death or personal injury resulting from the College's Negligence. Participants are therefore strongly advised to have appropriate insurance.

Cancellations

In the event of cancellations before the booking deadline, your deposit of £250 will not be refunded. Any extra payments made before the deadline will be refunded if the cancellation is made before the booking deadline. If a place is cancelled after the booking deadline, we will retain all payments already made. If not paid already, the balance of the full fee remains payable.

Changes to the programme

Lucy Cavendish College reserves the right to make changes to the advertised programme, course leaders or speakers. On very rare occasions we may need to cancel a course; in this case we will refund all fees paid. Please note that where we have to make changes to the advertised programme, course leaders or speakers, you do not have additional rights of

cancellation and our standard terms still apply. We cannot pay travel or other costs, which you may however be able to reclaim from your travel insurance policy, and our liability to you in all cases is limited to the course fee you have paid.

Conduct

Lucy Cavendish College relies on a level of tolerance and understanding of others and their creative work and we ask that you are thoughtful and respectful of other course participants. Lucy Cavendish College reserves the right to refuse a place and to exclude from a course any student who, in the opinion of the course leader(s), behaves in an abusive or disruptive manner or engages in any discriminatory conduct. No refund will be given if exclusion is made for these reasons.

Privacy

By booking, you agree that we may collect and store personal information about you and your interactions with Lucy Cavendish College. These include: your personal contact details; gender; details of your booking and course booking history, including any access and dietary needs you have told us about; records of payments, any correspondence and any other information we need to keep in order to administer your booking. All personal information is kept securely on electronic systems. We will use this information to communicate with you about your booking and we may, unless you tell us otherwise, communicate with you occasionally about our work and other courses and related to creative writing. We never share or sell information about our course participants with any third party, either in aggregate or in individual form.

Under 18s

We do not accept bookings from anyone less than 18 years of age on 22 September 2018.

Loss

Lucy Cavendish College cannot accept responsibility for any loss, damage or expense sustained by participants as a result of an event or circumstance whether arising from natural cause, human agency, or beyond its control otherwise. Where Lucy Cavendish College is unable to provide a course place to you for any reason, our liability is limited to return of the fees paid.

Participation and access

Lucy Cavendish College is committed to providing a supportive and welcoming environment to all. During your stay, participants should expect to take part in all aspects of the course.

Depending on circumstances, we may be able to accommodate a personal care assistant. If you have specific dietary or accessibility needs, it is important that you include these on the booking form.

Please address all general enquiries about the course and bookings to the Course Directors, Jo Browning Wroe (jwroes@hotmail.com) and Miranda Doyle (mirandalandgraf@gmail.com).