

## Booking Terms and Conditions

This document (together with the documents referred to in it) sets out the terms and conditions under which the Woolf Institute ("Institute") provides the following Online Courses ("course" or "courses"):

- *Bridging the Great Divide: the Jewish-Muslim Encounter*  
(<http://www.woolf.cam.ac.uk/study/e-learning/mj.asp>)
- *Jews, Christians and Muslims in Europe: Modern Challenges*  
(<http://www.woolf.cam.ac.uk/study/e-learning/jcme.asp>)
- *Religion is...*  
(<http://www.woolf.cam.ac.uk/study/e-learning/religion-is.asp>)
- *Interreligious Understanding Today*  
(<http://www.woolf.cam.ac.uk/study/e-learning/interreligious-understanding.asp>)
- *Representations of Jewish-Christian Relations in Literature*  
(<http://www.woolf.cam.ac.uk/study/e-learning/rjcr1.asp>)

This document is available to download on the website, respectively, at:

<http://www.woolf.cam.ac.uk/study/e-learning/mj-detail.asp?ItemID=660>

<http://www.woolf.cam.ac.uk/study/e-learning/jcme-detail.asp?ItemID=74>

<http://www.woolf.cam.ac.uk/study/e-learning/religion-is-detail.asp?ItemID=1083>

<http://www.woolf.cam.ac.uk/study/e-learning/interreligious-understanding-detail.asp?ItemID=1152>

<http://www.woolf.cam.ac.uk/study/e-learning/rjcr1-detail.asp?ItemID=1209>

**Please read these terms and conditions before applying for the courses as noted above.**

### 1. Application

1.1 The Application Form, together with the required writing sample, should be sent to Emma Harris, Director of Studies either by:

- Email: [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk) or
- Post: Woolf Institute, 12-14 Grange Road, Cambridge CB3 9DU

1.2 The Application is incomplete and will not be accepted if the Applicant does not include the required writing sample.

1.3 The Applicant should not send the course fee at the time of applying. [See 3.2]

1.4 On the Application Form, the applicant must indicate their preferred payment preference – cheque or bank transfer. [See 3.4.1 and 3.4.2]

1.5 The submission of the Application Form and writing sample does not guarantee a place on the course. [See 2.2 and 2.3]

## **2. Acceptance notification**

2.1 As soon as the complete Application has been received either by email or post, an email confirmation will be sent to the Applicant.

2.2 Email acceptance notifications will be sent to the accepted Applicant within two weeks of receipt of their Application.

2.3 The Institute reserves the right to reject an Applicant.

## **3. Course Fee**

3.1 On receipt of the acceptance notification, the fee is payable. The Applicant must ensure that the fee is received by the Institute at least two weeks prior to the commencement of the course. [See the website for details of course start dates.]

3.2 The course fee is indicated on the website.

3.3 The Institute accepts payment by cheque or bank transfer.

3.3.1 Cheques should be made payable to 'Woolf Institute'.

3.3.2 For bank transfer details, contact Emma Harris at [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk).

3.4 All payments must be made in GB pounds sterling.

3.5 On receipt of payment, an email confirmation will be sent to the Applicant.

3.6 On receipt of payment, the Applicant will become the Participant.

3.7 The course fee will include access to the selected course on the Moodle site, Hedwig. The Participant will be provided with a username and password to gain access to the site. The applicant will be given access to all parts of the selected course and course materials, tutor support, and a Woolf Institute Certificate of Completion. [See 10.1]

## **4. Instalment policy and instalment fee**

4.1 The course fee can be paid in two instalments. Applicants who wish to do so must first contact Emma Harris at [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk).

4.2 The applicant will be required to pay the first instalment at least two weeks prior to the commencement of the course.

4.3 On receipt of the first payment, an email confirmation will be sent to the Applicant.

4.4 On receipt of the first payment, the Applicant will become the Participant.

4.5 The Participant will be required to pay the second instalment halfway through the course (exact date will be set). An email reminder will be sent to the Participant.

4.6 On receipt of the second payment, an email confirmation will be sent to the Participant.

4.7 If the Applicant does not pay the second instalment by the set date [See 4.5], they will be withdrawn from the course.

## **5. Bursaries**

5.1 A limited number of bursaries are available.

5.2 Applicants who wish to apply for a bursary must explain their circumstances and need for financial support on the Application Form.

## **6. Withdrawal and Refund Policy**

6.1 If the Applicant chooses to withdraw from the course, they must read the Refund Policy available to download from the website.

6.2 The Institute reserves the right to cancel, postpone, amend or withdraw courses. The Institute will endeavour to inform participants about cancellations, postponements, amendments, and withdrawals with as much notice as possible.

## **7. Removal from a Course**

7.1 The Institute reserves the right to remove a participant from a course if the behaviour of the participant is considered unacceptable. The practice of courtesy and respect must be maintained for the duration of the course.

## **8. Communications & Data Protection**

8.1 Communication with the Institute will be mainly electronic.

8.2 Your application form and the details within will be held electronically.

8.3 In agreeing to these terms and conditions, you confirm that you give permission to the Woolf Institute to hold and use your personal details for the purposes of its student administration, alumni relations and development programmes as described below.

8.4 All data is securely held and processed by the Woolf Institute and will be treated confidentially and with sensitivity for the benefit of the Woolf Institute and its alumni and supporters. Data may be made available to our academic and administrative departments, alumni, recognised alumni societies, cultural, sports and other clubs associated with the

Woolf Institute and to agents contracted by the Woolf Institute for particular alumni-related projects.

8.5 Data is used for a full range of alumni and development activities, including the promotion of benefits and services available to alumni, the sending of Woolf Institute publications, notification of alumni events and of programmes involving academic and administrative departments. Data may also be used in fundraising programmes, which might include an element of direct marketing.

8.6 You have the right to object to the use of your data for any of the above purposes. If you wish to request contact by certain means, or to exclude certain activities, you should contact the Woolf Institute Development Office on [development@woolf.cam.ac.uk](mailto:development@woolf.cam.ac.uk) stating your preferences.

## **9. Course Feedback**

9.1 Participants will be asked to complete a Course Evaluation Questionnaire on completion of the course. The Course Evaluation Questionnaire is anonymised. The Woolf Institute may include information from the questionnaire in its course publicity.

## **10. Completion of Course**

10.1 Participants must follow the guidelines as set out on Moodle for completion of the course in order to receive the Woolf Institute Certificate of Completion.

Woolf Institute, June 2017