

Terms and Conditions **Booking Online Courses**

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 Course (“course”):

An Introductory Course on Muslim-Jewish Relations

This document is available to download on the website, under Governance and Policies:
<https://www.woolf.cam.ac.uk/about/governance-policies>

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

1. Applicant

- 1.1 The applicant must be aged 18 and over when applying for An Introductory Course on Muslim-Jewish Relations. There is no upper age limit.

2. Application

- 2.1 The Application Form should be sent either by:
 - Email: muslimjewishrelations@woolf.cam.ac.uk or
 - Post: Muslim-Jewish Relations Online Course, Woolf Institute, Madingley Road, Cambridge CB3 0UB
- 2.2 The Application must be completed in full. Incomplete applications will not be accepted.
- 2.3 The Applicant should not send the course fee at the time of applying. [See 4.1]
- 2.4 On the Application Form, the applicant must indicate their preferred payment preference – cheque or bank transfer. [See 4.3.1 and 4.3.2]
- 2.5 The submission of the Application Form does not guarantee a place on the course. [See 3.2 and 3.3]

3. Acceptance notification

- 3.1 As soon as the complete Application has been received either by email or post, an email confirmation will be sent to the Applicant.
- 3.2 Email acceptance notifications will be sent to the accepted Applicant within two weeks of receipt of their Application.
- 3.3 The Institute reserves the right to reject an Applicant.

4. Course Fee

- 4.1 On receipt of the acceptance notification, the fee is payable. The Applicant will receive an Invoice and 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 the course start dates.]

- 4.2 The course fee is indicated on the website and on an applicant's individual invoice.
- 4.3 The Institute accepts payment by cheque or bank transfer.
 1. Cheques should be made payable to 'Woolf Institute'.
 2. Bank transfer details are provided on the Invoice.
- 4.4 All payments must be made in GB pounds sterling.
- 4.5 On receipt of payment, an email confirmation will be sent to the Applicant.
- 4.6 On receipt of payment, the Applicant will become the Participant.
- 4.7 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 1.1.1] The fee also includes access to live Zoom sessions, links to which will be provided on Hedwig.

5. Instalment policy and instalment fee

- 5.1 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.
- 5.2 The applicant will be required to pay the first instalment at least two weeks prior to the commencement of the course.
- 5.3 On receipt of the first payment, an email confirmation will be sent to the Applicant.
- 5.4 On receipt of the first payment, the Applicant will become the Participant.
- 5.5 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.
- 5.6 On receipt of the second payment, an email confirmation will be sent to the Participant.
- 5.7 If the Applicant does not pay the second instalment by the set date [See 5.5], they will be withdrawn from the course.

6. Bursaries

- 6.1 A limited number of bursaries are available.
- 6.2 Applicants who wish to apply for a bursary must explain their circumstances and need for financial support on the Application Form.

7. Withdrawal and Refund Policy

- 7.1 If the Applicant chooses to withdraw from the course, they must read the Refund Policy available to download from the website [under Governance and Policies at <https://www.woolf.cam.ac.uk/about/governance-policies>].
- 7.2 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.

8. Removal from a Course

- 8.1 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.

9. Communications & Data Protection

- 9.1 Communication with the Institute will be mainly electronic.
- 9.2 Your application form and the details within will be held electronically.
- 9.3 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 in our data protection statements.
- 9.4 Our data protection statements for course applicants, current students, supporters and alumni can be seen at <https://www.woolf.cam.ac.uk/about/governance-policies>.

10. Course Feedback

- 10.1 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.

11. Completion of Course

- 11.1 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.