

## Booking Terms and Conditions

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### Introduction

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This document sets out the Terms and Conditions under which the Woolf Institute (“Institute”) provides the following educational programme for Non-accredited students (i.e. students participating independently of their University programme):

- Summer School: Religion and Society from the Medieval to the Modern

This policy must be read before submitting an application for the above programme.

This policy is available at <https://www.woolf.cam.ac.uk/study/summer-schools> or from Dr Emma Harris, Director of Studies, at [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk).

### Booking Terms and Conditions: Summer School

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This section of the Booking Terms and Conditions relates to Non-accredited Applicants who have applied for the Woolf Institute Summer School: Religion and Society from the Medieval to the Modern.

#### Applicant and Application

- 1.1 The Applicant must be aged 18 or over when applying for the Woolf Institute Summer School.
- 1.2 The Applicant must be a currently enrolled student at a University or College.
- 1.3 The Application Form plus supporting document must be submitted to Dr Emma Harris, Director of Studies, at [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk).
- 1.4 The Application is incomplete and will not be accepted if the Applicant does not complete all sections and provide the relevant supporting documentation.

1.5 The Applicant should provide proof of University status.

#### Acceptance Notification

- 2.1 As soon as the completed application has been received, a confirmation of receipt email will be sent to the Applicant. A further communication regarding the outcome of decision will then be sent to the Applicant.
- 2.2 The Institute reserves the right to reject an Applicant.

#### Programme Fee

- 3.1 The Applicant will receive an invoice for the programme fees of the Summer School. The Applicant must ensure that payment of the invoice is received in full by the Institute by the end of February 2022. If the Applicant wishes to pay in two instalments, contact [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk) confidentially.
- 3.2 The programme fee per participant is indicated on the website and on the invoice.
- 3.3 There is a Non-Refundable Deposit Fee of £300 per person.
- 3.4 Additional costs (including coach hire and Formal College Dinners) will be agreed by both parties and a further invoice will be sent to the Applicant.
- 3.5 The Institute accepts payment by Bank Transfer:
  - 3.5.1 Bank Transfer details will be provided on the Invoice.
- 3.6 All payments must be made in GB pounds sterling and the invoice number noted as reference.
- 3.7 On receipt of payment, an email confirmation will be sent to the Applicant.
- 3.8 On receipt of payment, the Applicant will become the Participant.
- 3.9 The programme fee will include accommodation (B&B), teaching, supervisions, feedback, some extra curricula activities and a Woolf Institute Certificate of Completion. [There will be additional costs for some extra curricula activities.] Participants will have access to the Woolf Institute Library. Participants will also have access to Hedwig, the Moodle platform, where some material will be provided for advance reading. Each Participant will be provided with a username and password to gain access to the platform at least one month before the start of the Summer School.

#### Applicant's Responsibility

- 4.1 The Applicant is responsible for ensuring that they have the necessary travel documentation and insurance before travel.

#### Withdrawal and Refund Policy

- 5.1 COVID-19 Clause – If the Institute is obliged, due to specific Government restrictions, to cancel the in-person Summer School, or the Applicant is prevented from travelling to the UK, the Institute will provide a virtual Summer School for teaching and supervisions (as required). Please refer to Summer School Refund Policy [for Non-Accredited students].
- 5.2 If an Applicant or Participant chooses to withdraw from the programme, they must inform the Institute in writing 60 days before the programme commencement. Please refer to notice of cancellation in the Refund Policy.
- 5.3 The Institute reserves the right to cancel, postpone, amend or withdraw the programme. The Institute will endeavour to inform the Participant about cancellations, postponements, amendments and withdrawals with as much notice as possible.

#### Removal from a Programme

- 6.1 The Institute reserves the right to remove a Participant if their behaviour is considered unacceptable. The practice of courtesy and respect must be maintained for the duration.

#### Communications & Data Protection

- 7.1 Prior to the programme commencement, communication with the Institute will be electronic. Communication during the programme will be in-person unless otherwise stated.
- 7.2 All completed applications and the details within will be held electronically by the Woolf Institute.
- 7.3 In agreeing to these Terms and Conditions, the Applicant confirms that it gives permission to the Institute to hold and use personal and other details for the purposes of its student administration, alumni relations and development programmes as described in our Data Protection Statements. For the Institute's Data Protection Policies, see 7.4.
- 7.4 Our Data Protection Policies can be found at <https://www.woolf.cam.ac.uk/about/governance-policies>.

#### Feedback

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

#### Completion of Programme

- 9.1 Applicants must complete and pass all assignments as set out by the Woolf Institute to receive the Woolf Institute Certificate of Completion.

Policy Reviewed and Updated: November 2021