

## **Terms and Conditions for Non-Accredited Students (Summer School Programme)**

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 Summer School programme for non-accredited students:

- *Religion and Society from the Medieval to the Modern*

Details of this programme can be found at:

<https://www.woolf.cam.ac.uk/study/summer-schools>

This document is available to download on the website, under Governance and Policies: <https://www.woolf.cam.ac.uk/about/governance-policies> and also on the Summer Schools webpage at <https://www.woolf.cam.ac.uk/study/summer-schools>.

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

### **1. Application**

1.1 The Application Form 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, Madingley Road, Cambridge CB3 0UB

1.2 The Application is incomplete and will not be accepted if the Applicant does not include all the required documentation as indicated on the Checklist.

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

1.4 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 of receipt 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. Programme Fee**

3.1 The Applicant must indicate their preferred fee option (as indicated on the Application Form). The Institute reserves the right to remove accommodation options as they become unavailable.

3.2 On receipt of the acceptance notification, the fee is payable. The Applicant will receive an Invoice and must ensure that the fee is paid within 30 days of receipt of invoice.

3.3 The Institute accepts payment by cheque or bank transfer.

3.3.1 Fees are subject to currency exchange rates at the time of booking.

3.3.2 If fees are transferred in a currency other than Pounds Sterling, bank charges incurred to convert the amount to Pounds Sterling or charged by the receiving bank for receipt in an overseas currency will be covered by the student.

3.3.3 There is a Non-Refundable Deposit Fee of £300 (or currency equivalent).

3.3.4 Cheques are only accepted in Pounds Sterling [see 3.5] and should be made payable to 'Woolf Institute'.

3.3.5 Bank transfer details are provided on the Invoice. [Also see 3.5]

3.4 The 10% early bird discount only applies if the applicant has applied and paid by 31 January 2020.

3.5 All payments must note the invoice number as reference.

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

3.7 On receipt of payment, the Applicant will become the Student.

3.8 The fee will include teaching, supervisions, feedback and a Woolf Institute Certificate of Completion. You will also have access to libraries within the Cambridge Theological Federation (CTF) and other Libraries within Cambridge. You will also have access to the CTF Moodle site, Hedwig. The Student will be provided with a username and password to gain access to this site.

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

4.1 The 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 on receipt of the Invoice.

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 Student.

4.5 The Student will be required to pay the second instalment at least 30 days prior to the start of the programme. 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 Student.

4.7 If the Student does not pay the second instalment by the set date [See 4.5] or as agreed, they will not receive the Certificate of Completion.

## **5. Withdrawal and Refund Policy**

5.1 If the Applicant chooses to withdraw from the course, they must read the Refund Policy for Non-Accredited Students (Summer School Programme) available to download from the website [under Governance and Policies at <https://www.woolf.cam.ac.uk/about/governance-policies>].

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

## **6. Removal from a Programme**

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

## **7. Communications & Data Protection**

7.1 Communication with the Institute will be mainly electronic.

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

7.3 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.

8.4 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>.

## **8. Feedback**

9.1 Students 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.

## **9. Completion of Programme**

10.1 Student must complete and pass all assignments to receive the Woolf Institute Certificate of Completion.

Woolf Institute, September 2019