

Online Courses – 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 Course (“course”) to Brigham Young University (“University”):

- *Representations of Jewish-Christian Relations in Literature*
<https://www.woolf.cam.ac.uk/study/online-courses/representations-of-jewish-christian-relations-in-literature>

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

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

1. Applicants

1.1 The applicants must be aged 18 years old and over when applying for a Woolf Institute Online Course. There is no upper age limit. They must be a currently enrolled student or member of staff at Brigham Young University.

2. Application

2.1 The Application Form, as provided, should be completed and sent to Dr Emma Harris, Director of Studies, by email: eth22@cam.ac.uk.

2.2 The Application is incomplete and will not be accepted if the Applicant does not complete all sections.

2.3 The Applicant must have the approval of the University before applying and be on the final student list provided by said University.

3. Acceptance notification

3.1 As soon as the completed Application has been received, a confirmation of receipt email will be sent to the Applicant. A further communication regarding outcome of decision will then be sent to the Applicant.

3.2 The Institute reserves the right to reject an Applicant.

4. Course Fee

4.1 The University will receive an Invoice for the course fees according to the number of staff members and students accepted by the Institute to participate in the course on Friday 26 June 2020 and must ensure that payment of the invoice is received in full by the Institute prior to the commencement of the course.

4.2 The course fee per participant is indicated on the website and on the invoice.

4.3 The Institute accepts payment by bank transfer:

4.3.1 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 University.

4.6 On receipt of payment, the Applicants will become the Participants.

4.7 The course fee will include access to the selected course on the Moodle site, Hedwig. Each Participant will be provided with a username and password to gain access to the site. Each Participant will be given access to all parts of the online course and course materials, tutor support, and a Woolf Institute Certificate of Completion [Certificate of Completion subject to clause 11.1].

5. Withdrawal and Refund Policy

5.1 If an Applicant or Participant chooses to withdraw from the course, they must inform the University in writing. The University must formally inform the Institute in writing within 3 working days and provide a copy of the Applicant or Participant's dated notice to the University. The Refund Policy is 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 participants about cancellations, postponements, amendments, and withdrawals with as much notice as possible.

6. Removal from a Course

6.1 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.

7. Communications & Data Protection

7.1 Communication with the Institute will be mainly electronic.

7.2 Staff and student completed application forms and the details within will be held electronically.

7.3 In agreeing to these terms and conditions, the University confirms that it gives permission to the Woolf 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. Staff and students of the University applying to

the course must be given a link to the Institute's data protection statements when the University provides them with information about the course and how to apply for a place on the course.

7.4 The Institute's data protection statements for course applicants, current students/participants, supporters and alumni can be seen at <https://www.woolf.cam.ac.uk/about/governance-policies>.

8. 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.

9. Completion of Course

11.1 Participants must follow the guidelines and complete the weekly tasks as set out on Moodle for completion of the course in order to receive the Woolf Institute Certificate of Completion.

Woolf Institute, June 2020