# **Terms & conditions**

The annual courses will be held online and in-person from October 2023-June 2024 and then in the locations and venues as stated. All is subject to change

#### Course Fees - October 2023 - June 2024

Missed Lectures Lectures missed in the year for which registration has been made (or equivalent lectures if the titles are not available) may be attended in the following year. Two such days (which will be the equivalent to 4 sessions if attending missed sessions) may be attended without additional charge but thereafter a fee of £100 will apply

for each additional day.

#### Cancellations and refunds

Cancellations should be made in writing.

Cancellations received more than 14 days before the first day of the course will receive a full refund. We regret later cancellations will incur an administrative fee of £50.00, and attendance on the course up until the point of correspondence with the Faculty will be deducted from the amount to be refunded.

### **Changing Course**

Students who wish to transfer to another course within 4 weeks of the start of the course for which they have registered will be considered on a case-by-case basis. The outcome will depend in part, upon whether there is a place available on the other course.

# **Attendance Requirement**

Attendance is recorded at the course days, both in-person or online by the Faculty Manager or Course Director. It is expected that students attend live course days but recordings of lectures will be available for catch-up.

#### Visual and/or audio recordings

The Faculty/organisers may make visual and/or audio recordings of lectures. The Faculty reserves the right to use these for promotional, management or educational purposes, in the United Kingdom and overseas. If you do not wish to appear in any of the photos please inform the photographer/organisers.

## Website

Diploma courses and short course attendees and students will have access to the History and Philosophy 'Course attendees' sections of the website. Access is granted for the attendee only and for use in relation to the course, and not for any other personal use, distribution or profit.