

Short Courses, Workshops & Masterclasses

Useful Information & Terms and Conditions



These Terms and Conditions cover the Short Courses, Workshops and Masterclasses only. For Arts for Young People - please refer to individual Terms and Conditions which can be found on our website.

Please take the time to read the important information below.

How to Apply

Autumn Enrolment will open **Fri 2 Oct 2020**.
Spring Enrolment will open **Mon 2 Nov 2020**.
Summer Enrolment will open **Mon 22 Feb 2021**.

Please complete and return our Short Course Enrolment form to reserve your place. A copy of the enrolment form can be downloaded from our website - www.hca.ac.uk/shortcourses

Please send your completed enrolment form by post or email to:

The Short Course Team
Hereford College of Arts
Folly Lane
Hereford
HR1 1LT

Email: shortcourses@hca.ac.uk

Due to Covid 19, please see **Term Dates** on how to reserve your place and pay; your place on a course is only secured when full payment has been made.

Fees

Payments can only be made using a debit/credit card via our online payment system, **Wisepay** or over the phone. To book a place this way on your selected course or workshop, please call the Short Course Team on **01432 845302**. You can find further details and make payments by following the Wisepay link on individual course pages on the HCA website.

Refunds

We regret that refunds will only be made in the event of the following and on the terms stated below:

- The College is unable to run the course due to insufficient numbers. In the event of this happening you will be offered the opportunity to switch to an alternative course that is running or receive a full refund.
- You request a refund no later than one week before the enrolment course deadline for that

particular term. In this instance a refund of 50% of the course fee will be issued.

- You request a refund no later than two weeks before the enrolment course deadline for that particular term. In this instance a full refund of the course fee will be issued less an administration charge of £10.
- The course is unable to run due Covid 19 government guidance or related consequences.

Refunds for any other reason are only granted in exceptional circumstances at the discretion of the College. In this instance, please contact The Short Course Team.

Course Information

Short Courses are open to everyone aged 16 and over. Signed consent is required from your parent/carer if you are under 18 and wish to enrol on the Life Drawing course. For further information please contact the Short Course Team.

Start dates, times, course codes and fees are listed below each individual course detail in the prospectus and on the College website.

Places on each course are limited and allocation will be made on a first come, first served basis. A place is not guaranteed until full payment is made. Please note that you will be sent confirmation of your place prior to your course starting.

Covid-19

Due to Covid 19, the information provided in the prospectus and on the website may be subject to change.

We will be following all government guidelines and you will be advised in advance of your course starting of any procedures you may need to follow. We particularly ask that students do not bring along any guests or children to wait for them whilst they are doing a course.

Special Requirements

If you answer Yes to Section 4 of the Short Course Enrolment Form, the Short Course Team will contact you regarding this.

Equality and Diversity

The College is committed to the elimination of all kinds of discrimination and will ensure that no applicant will be placed in any form of advantage or disadvantage for reasons of age, race, gender, health, marital status or civil partnership, ethnicity, disability, social economic background, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

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Term Dates

Evening courses run on a Tuesday or Wednesday evening from 6.30 - 9pm (this includes 10 minutes 'clearing away' time from 8.50pm to 9pm) and range from 5 weeks to 10 weeks in duration. Please check each of the course details within the brochure for individual variations.

Daytime courses are offered and these will be listed separately within the course details.

Autumn Term Dates

Courses Start:

Week Commencing 26 October 2020

Courses End:

Week Commencing 30 November 2020

Enrolment Deadline:

Reserve your place on our Autumn Courses from Friday 2 October 2020, and pay in full between Monday 19 - 23 October 2020.

Spring Term Dates

Courses Start:

Week Commencing 18 January 2021

Courses End:

Week Commencing 22 March 2021

Enrolment Deadline:

Reserve your place on our Spring Courses from Monday 2 November 2020, and pay in full between Monday 7 - 14 December 2020.

Summer Term Dates

Courses Start:

Week Commencing 19 April 2021

Courses End:

Week Commencing 24 May 2021

Enrolment Deadline:

Reserve your place on our Summer Courses from Monday 22nd February 2021, and pay in full between Monday 29 March - 5 April 2021.

Please note: courses run for consecutive weeks and do not break for half terms unless stated.

Venues

Courses are held at either our Folly Lane or College Road Campus and individual course venues are noted alongside each course description in the prospectus

and on our website.

A map for both venues can be found on the College's website www.hca.ac.uk Where a Campus is 'to be confirmed' please contact The Short Course Team who will advise you.

Materials

Basic materials are supplied where appropriate to get you started. There may be a requirement to purchase your own materials and you will be advised of this accordingly.

Clothing and Footwear

It is advised that you bring an apron or old shirt to wear and it is essential that you wear closed toe shoes and tie long hair back in our workshops.

Parking

Please note both sites have ample parking; those attending a daytime Short Course are required to register their car at Reception.

Access Cards

The College operates a card entry system therefore you will be issued with an access card during your first session which will act as identification as well as allow you to access the campuses. The College takes the safety of students very seriously and therefore we request that you carry your Short Course Access card with you at all times. If you lose your card, please contact the Short Course Team by emailing shortcourses@hca.ac.uk. There is a small fee for replacement cards.

Please note: Access cards are for students only to access the building. We ask that students do not bring along any guests or children to wait for them whilst they are doing a course.

Please note that the information provided in the brochure and on the College website may be subject to variations; whilst every effort is made to ensure that the courses and facilities offered are as set out, it may be necessary in the interest of improvement to vary programmes at short notice and the College cannot guarantee that course contents will strictly conform to the outline description in the brochure/ on the College website. HCA reserve the right to cancel courses or facilities on offer where enrolment numbers are insufficient for the viability of the course or the facility, in which case a full refund of fees will be made. Hereford College of Arts is committed to achieving equality of opportunity for all those who work and study at the College.