

Short Courses Terms, Conditions & Information

Thank you for your interest in our short courses in art and design at Carmarthen School of Art @ Coleg Sir Gâr. The following information lists the Terms and Conditions for attending our short courses, and some information which should answer the most frequently asked questions we receive. **Please read and familiarise yourself with the following details before booking and paying for a place.**

Courses:-

Courses are suitable for beginners or those wishing to refresh existing skills (unless otherwise stated), and for aged sixteen and above.

Course content - is correct at the time of release, we reserve the right to amend any of the course details within the short course programme as necessary.

If any changes are made, applicants will be notified as soon as possible via e-mail.

Location - All of the art and design commercial short courses will take place at Carmarthen School of Art at Coleg Sir Gâr, Jobs Well Road Campus, Jobs Well Road, Carmarthen SA31 3HY tel. 01554 748 201.

Short Course Mailing List – The mailing list will only be used for the purpose of informing you of our short course programme, events, exhibitions, open evenings / days here at Carmarthen School of Art, and will not be shared with any other parties. If you no longer wish to receive this information, please e-mail susan.hayward@colegsirgar.ac.uk or telephone the Campus Office 01554 748 201 and your contact details will be removed from the list upon receipt of the request.

Applying for a Course:-

Please e-mail susan.hayward@colegsirgar.ac.uk or telephone the Campus Office 01554 748 201 identifying which course/s you wish to enrol on.

Your name and contact details will be added to the booking form. In addition to your name, e-mail address and mobile/landline telephone numbers, please supply your address including postcode.

All of our short courses are commercial courses and are subject to achieving the minimum number of participants to cover their running costs.

Places are limited to the maximum number specified in each course's descriptor, and are issued on a 'first come, first served basis'. Your place on the course will not be secure until full payment is received at the campus office.

Full Course - If you apply for a place on a course that is oversubscribed, you will be notified and added to a reserve list. If a place becomes available, it will be offered to the first person on the list, if they cannot accept the place, it will be offered to the second person on the list, and so on. Popular courses are usually offered again at a future date.

Payment :-

You can pay in person at the Jobs Well Road Campus, or over the phone (01554 748 201) during the hours of 9am to 4pm Monday to Friday. Payment can be made by cash, debit/credit card, or cheque made payable to Coleg Sir Gâr. You will be asked to pay the full cost of the course upon confirmation of the minimum number of participants being achieved, notification of which will be via e-mail. The deadline for payment will be the Wednesday prior to the start of your course.

Are concessions available? All of our art and design short courses are commercial short courses and unfortunately, we cannot offer concessions.

Refunds - we regret that we are unable to offer refunds for a course you have already started.

We regret that we are unable to offer refunds for any classes that you miss.

If for any reason the college has to cancel a course part way through its duration, you will be given a partial refund on the day(s)/evening(s) that the cancelled classes should have run. Refunds for any other reason will be at the discretion of the college, the college's decision will be final.

Enrolment: –

When you have been informed that the course is going ahead, enrolment will be on the evening/day that your class starts. Please arrive early to complete the necessary paperwork and to have your form(s) processed, if you could allow no less than three quarters of an hour for this to be done, that would be ideal. Please remember that other courses are also likely to be starting at the same time, so the evening may be busy. Refreshments will be available while you wait.

Plases Note - You will not be able to start your course unless you have enrolled and paid.

Attending a Course:-

Signing in/out – please sign in (and out when you leave) upon arrival at the campus for each visit. The signing in book is located in the foyer by main reception.

You will be taught by specialist, knowledgeable tutors in workshops with bespoke facilities.

Personal attire – please wear 'work' clothes (clothes you don't mind getting dirty or paint/ink on that may not wash out), and sensible/comfortable closed toe shoes.

If you have long hair, please have the means with you to tie it back if required.

If you are wearing a long scarf or necklace, you will be asked to remove them in the workshop whilst using machinery (e.g. potter's wheel) for your own protection. Some courses may require you to wear an apron (this could be a kitchen apron) or overalls (specified in the course descriptor), 100% cotton is ideal.

The college accepts no responsibility for loss or damage to personal items belonging to students/visitors whilst on campus.

Equipment & Materials - Specialist equipment / materials will be provided. If you are required to supply additional tools / materials, this will be stated in the course descriptor. You may find it useful to bring your own notepad/sketchbook with you for taking notes and developing ideas.

Attending Life classes if you are aged 16 to 18 we will require written parental/guardian consent; proof of age may be asked for at enrolment, please bring formal identification with you.

Etiquette in the Life Drawing Room - Life models will only accept instruction during taught session from the tutor.

Photography is not permitted in the life drawing room.

If you arrive late to the class, please knock on the door and wait to be admitted whilst the life drawing class is in progress.

Refreshments - plenty of tea/coffee/biscuits will be supplied for the short courses, and you will be notified upon arrival where they are located. If your course is running during the day, please bring a packed lunch/flask with you. There are 'snack' food / drink vending machines on campus and a water drinking unit.

Fire Alarm - In the event of a fire alarm, please immediately proceed to the nearest assembly point. Your course tutor will notify you of this at the start of your course. Do not return to the building for any reason unless you have been informed that it is safe to do so.

Parking at the Jobs Well Road Campus

Students will be able to park on campus for their evening class, and for day long classes run during Half Term/Reading Week or Easter/Summer breaks.

Parking at the Jobs Well Road Campus car park is at the vehicle owners own risk. The college accepts no responsibility for any loss or damage to vehicles whilst parked on college premises.

Disabled Access – The Jobs Well Campus is ground level throughout with wheel chair access to the entire building. Disabled parking and toilets are available.

Pre-Existing Condition(s) - your safety is of the utmost importance to us. Please fill in the college Health Questionnaire at the time of enrolment, and notify us of any existing conditions that you may have e.g. epilepsy, heart condition, bad back, allergies, the need to carry an epi pen, medication that you need to carry with you. Any information disclosed will be securely held, and treated in the strictest confidence on a 'need to know' only basis in accordance with existing college data protection policies.

Additional Learning Needs/Special Requirements regarding our short courses. Please inform the college, no later than two weeks before the start date of the course, of any additional learning needs/special requirements you may have. The College will make every effort to support these, but given the commercial nature and short duration of these courses this may not always be possible. Any information disclosed will be securely held,

and treated in the strictest confidence on a 'need to know' only basis in accordance with existing college data protection policies.

Off-site visits - If commercial course students are taken off campus as part of their course (e.g. Landscape Photography), we will ask you to fill out a health questionnaire prior to the start of the course, this is to ensure your safety whilst you are with us. The information you disclosed will be securely held, and treated in the strictest confidence on a 'need to know' only basis in accordance with existing college policies.

Qualification – There are no formal qualification for the short courses unless otherwise stated. The college can (on successful completion notification from the tutor) issue a college certificate (if requested), to say that the student has attended and successfully completed the course.

Classes may be disrupted or cancelled due to:-

Tutor Absence/Class Cancellation - In the event of a tutor being unable to attend a timetabled class/or a class being cancelled, we will make every effort to contact you. You will be notified via e-mail / contacted by telephone as soon as it is practicable. If we have not been able to contact you, notices will be displayed in the campus foyer. Cancelled classes will be re-scheduled and you will be notified via e-mail with the re-arranged date.

Adverse Weather - In the event of the college closing due to adverse weather, messages will be posted on the college web site <http://www.colegsirgar.ac.uk/>, an answer phone message on the main college switchboard (01554 748 000), the college Facebook page <https://www.facebook.com/ColegSirGarOfficial>, the radio stations Scarlet FM, Carmarthenshire Radio, The Wave, Real Radio, Radio Pembroke, Radio Wales and Radio Cymru will also be notified. Cancelled classes will be re-scheduled as soon as is practicable, you will be notified via e-mail with the re-arranged date(s).

Feedback on completion of your course:-

We would be grateful if you could spare a few moments to fill in the short, anonymous questionnaire that we hand out at the end of your course, it will take approximately 5 minutes to complete. Information disclosed will help to inform future course provision.

If you require clarification or have a question that is not covered by any of the above points, please contact susan.hayward@colegsirgar.ac.uk or contact the campus office on 01554 748 201