

## Terms and Conditions

### Cancellation policy

If you change your mind within 14 days of booking, you may cancel with a full refund, without cancellation fee. A full refund, with a cancellation fee of £40, will also be given for all cancellations received by 8 weeks before the start of a course. Less than 8, but more than 4 weeks before the start of a course, a refund of 50% of the course fee, minus the cancellation fee of £40 applies. No refund can be given within 4 weeks of the start of a course.

Important notice for all courses with VLE access: We normally make some course materials available on our VLE **by 6 weeks before the start of a course**. If you book **within this period, Customer Rights legislation requires that** a) you give us consent to supply digital content and b) acknowledge that the right to cancel with refund will be **lost if you access this content**. This is fulfilled by ticking the consent button to our terms and conditions.

We do whatever we can to ensure that courses take place as advertised but we reserve the right to make changes or cancellations. In the unlikely event that we have to cancel any course, we shall offer you full repayment of your course fee.

This cancellation policy can also be found on the website: <https://courtauld.ac.uk/about-us/policies/data-privacy-and-it/terms-and-conditions/>

\*NB: there is a different cancellation policy for Saturday Study:

If you change your mind within 14 days of booking, you may cancel with a full refund. If you need to cancel your place after that, we will refund half the fee provided that you cancel at least four weeks before your course commences. Within four weeks of the beginning of the course, refunds are not possible.

On campus study event: if you cancel with refund but have already booked your Gallery ticket, we shall deduct the Gallery entry fee from the refund even if you cannot visit, as Gallery tickets are non-changeable and non-refundable.

We do whatever we can to ensure that the course takes place as advertised but we reserve the right to make changes or cancellations.

### Insurance

Unforeseen circumstances may force you to curtail or cancel your course. We strongly recommend that you take out insurance to cover your expenses, including for travel and accommodation, should you have to cancel.

Unless your country of residence has a reciprocal arrangement with the UK that entitles you to free medical care, we urge you also to take out medical insurance to cover you during your visit to London.

## Accommodation

Summer School courses are non-residential but you may need accommodation while in London. Our research has shown that, at time of publication, the following still offer rooms during the summer. Please note that we have no personal experience of these residences, and are unable to assist with bookings.

**International Hall** - in the heart of Bloomsbury, a 15-minute walk to Vernon Square. Please follow the link below for more information about and to book the International Hall

<https://www.speedybooker.com/en-GB/vendor/internationalhall>

**AXO** offers short-term student accommodation at various sites in London. Their **Oxford Circus** residence is near Great Portland Street tube station, which has a direct connection to King's Cross. Alternatively, it is a 35-minute walk to our campus at Vernon Square. **AXO Camden** and **AXO Islington** are approximately a 50-minute walk or can be reached by bus or tube from Vernon Square. Find out more about **AXO** short stays using the link below

<https://axostudent.co.uk/short-term-stays/>

**iQ** likewise has several residences near Vernon Square that can be booked for short stays. **iQ City**, near the Barbican, is a 25-minute walk from Vernon Square. Please follow the link below for more information

<https://www.accommodationforstudents.com/student-hall/1684-iq-city-london>

**iQ Shoreditch**, a stone's throw away from Old Street Station which has a direct tube connection to King's Cross, is a 35-minute walk from our campus. The link below provides more information about **iQ Shoreditch**

<https://www.accommodationforstudents.com/student-hall/472-iq-shoreditch-london>

## Advice for Students with Reduced Mobility

The Campus at Vernon Square

Vernon Square has always been an educational setting. It was built as a school by the London City Council in the early twentieth century and has more recently served SOAS, University of London as a second campus.

The building offers two large lecture theatres, and numerous seminar rooms on the first and second floors, and a reception space and open-air terrace on the top floor. It is fully accessible, with step-free entry, single-level flooring, disabled toilets, lift access to all rooms, and free on-site parking for blue badge holders.

Please bear in mind that all Spring, Autumn, and Summer School courses on campus include visits to museums, galleries and other sites within London, its surroundings or nearby cities and therefore a certain degree of physical activity. Likewise, all Study Tours in person require a fair amount of walking and getting around towns and sites, in some circumstances on uneven or otherwise difficult terrain. **If you have any doubts whether a particular course or tour is suitable for you, please contact us for further information.**

### **Language requirements**

All Short Courses teaching is conducted in English. A good command of the language is necessary to follow the lectures, seminars, and visits and to benefit from written course materials.

### **Learning Resources**

Most Short Courses students have their own dedicated space on our Virtual Learning Environment (VLE). The VLE will contain a range of learning resources, such as reading lists, glossaries and historical summaries, scans of selected texts for advance or future reading, and lists of useful websites, and for online courses, also lecture and seminar recordings. The quantity and nature of this material will vary from tutor to tutor, and we cannot foresee what will be available for each course. Most tutors will upload pdfs of presentation PowerPoints, but others may not be able to provide these owing to copyright issues with some images and/or the unpublished nature of ongoing research. For these reasons we also ask students not to use recording devices. Learning resources will remain available on the VLE until one month after the end of your course.

### **Catering**

For day-time courses held on campus, morning and afternoon tea and coffee will be provided free of charge, if you are in the Institute, and water will always be available in the teaching rooms. Lunch is not supplied, but you may bring a packed or bought-in lunch to eat on our terrace, or in the staff and student common room. There are several independent and chain sandwich/snack bars in and around both King's Cross/St Pancras and Angel stations, as well as several more sophisticated eateries. You will be given some suggestions of where to eat in your course pack on arrival.

### **Certificates**

Any student who attends either four Summer School courses in one year or six courses over three years is eligible for a Short Courses Certificate, signed by the Director. Certificates are made out in September after Summer School and will be posted to your home address. If you would like us to mark your achievement in this way, please send a note – by e-mail or in person – to Jackie Sullivan at [short.courses@courtauld.ac.uk](mailto:short.courses@courtauld.ac.uk) by 1 September, with details of the courses you have attended.

### **Protecting Your Data**

The Courtauld Institute of Art, London processes data in accordance with the UK General Data Protection Regulation. The personal information that you provide on these forms will be processed for purposes of providing you with the courses you have selected and may be transferred between the University departments. For more information, please see our Privacy Policy at <https://courtauld.ac.uk/privacy-policy>

## **Fees and booking**

Any income generated by the Short Courses is used to support the work of The Courtauld to advance the study of art history and conservation.

### **Spring Courses online**

The fee for five-day or five-week online courses in the programmes *Variations on a Theme* and *Making Sense of* in the Spring is £195. There is an additional fee of £50 for optional Saturday visits where these are offered.

The course fee for Spring online courses includes

- Five pre-recorded one-hour lectures for all *Making Sense of* and *Variations on a Theme* courses. Lectures are delivered to students two weeks before the first discussion session.
- *Variations on a Theme - Modernism in Art and Music* consists of 5 pre-recorded lectures/music sessions and 3 extended live Zoom seminars in the afternoons (of between sixty to seventy-five minutes' duration), depending on student numbers in two groups at 14:00 and at 16:00 [London time].
- *Making Sense of Key Concepts of Western Art: 'Nature', 'Life' and Lifelikeness* consists of 5 pre-recorded lectures and 5 live Zoom seminars in the evenings (of between sixty to seventy-five minutes' duration) at 18:00 [London time]. An optional museum and gallery visit takes place on a Saturday, from 10:00-13:00, and incurs an additional fee of £50.
- A social 'icebreaker' session, usually on the Wednesday before your first Zoom seminar, to meet your tutor and classmates. We teach in small groups to facilitate discussion.
- Pre-course reading materials, handouts, further reading suggestions, student-to-tutor and peer-to-peer discussion forums on the VLE

### ***An Introduction to Art History***

The fee for *An Introduction to Art History* in Spring 2024 is £395.

The course fee for *An Introduction to Art History* includes

- Ten pre-recorded one-hour lectures and five live Zoom seminars (of between sixty to seventy-five minutes' duration) at 14:00 [London time]. Lectures are delivered to students four weeks before the first discussion session.
- A social 'icebreaker' session, usually on the Wednesday before your first Zoom seminar, to meet your tutor and classmates. We teach in small groups to facilitate discussion.
- Pre-course reading materials, handouts, further reading suggestions, student-to-tutor and peer-to-peer discussion forums on the VLE.

### Spring and Autumn Courses on campus

The fee for three-day courses on campus is £375, and £495 for courses over four days.

The course fee for Spring and Autumn on campus courses includes

- Classroom sessions.
- Course visits.
- Morning and/or afternoon refreshments (when students are on campus).
- Extensive course reading and handout materials and suggestions for further self-directed study on the VLE.
- Reference access to the Library during course delivery and in the nearest vacation.

### Summer School online and on campus

The fee for each online course in the Summer School is £395, and £645 for each on campus course.

Summer School online includes

- Ten one-hour pre-recorded lectures normally sent four weeks before the start of live Zoom seminars.
- Five live Zoom seminars (of between sixty to seventy-five minutes' duration); one on each afternoon for the course week at 14:00 and where necessary at 16:00 [London time].
- A social 'icebreaker' session in the week before the first Zoom seminar, normally on a Wednesday.
- Opportunities for communication with fellow students and your tutor(s) on two VLE forums.
- Extensive course reading and handout materials on the VLE, including suggestions for further self-directed study.

Summer School on campus includes

- Classroom sessions.
- Course visits.
- Morning and/or afternoon refreshments (when students are on campus).
- A soft drinks reception and guided tours to aspects of the Gallery at Somerset House.
- A late afternoon framework event followed by a drinks reception once a week.
- Extensive course reading and handout materials and suggestions for further self-directed study on the VLE.
- Reference access to the Library during Summer School and in the nearest vacation.

### Evening Study Autumn and Winter on campus

The fee for *Variations on a Theme – The Renaissance in Art and Music* is £495, which includes the integral course visit.

The course fee includes

- Five evening seminars on campus at Vernon Square over five weeks at 18:30 to 21:00.
- Classroom sessions.
- Course visit.
- Evening refreshments (when students are on campus).
- Extensive course reading and handout materials and suggestions for further self-directed study on the VLE.
- Reference access to the Library during course delivery and in the nearest vacation.

### Evening Study Autumn and Winter online

The fee for five-week online courses in the winter months is £395 for 10-lecture courses, and £195 for five-lecture courses, including *Making Sense of Ideas on Art: A Course in Art Theory*. There is an additional fee of £50 for optional Saturday visits where these are offered.

The course fee for Evening Study Autumn and Winter online courses includes

- Five (or ten) pre-recorded one-hour lectures delivered to students two (or four) weeks before the first discussion session.
- A live Zoom seminar in the evenings (of between sixty to seventy-five minutes' duration, depending on student numbers in two groups. The timings of the seminars vary – please see individual course pages for details. Optional museum and gallery visits take place on Saturdays, from 10:00-13:00.
- A social 'icebreaker' session, usually on the Wednesday before your first Zoom seminar, to meet your tutor and classmates. We teach in small groups to facilitate discussion.
- Pre-course reading materials, handouts, further reading suggestions, student-to-tutor and peer-to-peer discussion forums on the VLE.

### Study Tours

The fee for three-day tours is £495 and £645 for the four-day tour to the South of France. N.B. Travel to and from the primary destination of the tour, and accommodation, are not included in the course fee; participants are free to make their own arrangements.

The Study Tour fees include:

- Expert guidance and tuition by our course leaders.
- All relevant entry fees to museums, galleries and historic sites.
- Travel by public transport or coach between sites (where relevant).
- Most tours also include sessions in a classroom on site, or the provision of a pre-recorded lecture.
- Extensive course materials on the VLE.

Further tours may be added during 2024, so please revisit our website from time to time! We shall also announce newly added tours by newsletter.

### Saturday Study Events

The in-person fee is £40 (£30 concessions: recipients of Universal or pension Credit and full-time students). Companions of disabled students have free access.

The online fee is £10 (£5 concessions, as above).

Saturday Study events include two to three lectures, and for on campus participants refreshments and access to The Courtauld Gallery.

Booking for online access remains open until the end of the relevant exhibition. The lecture recordings will be sent on the Tuesday after the Saturday in question, or within five days for those booking after the 26th, and will be accessible for 8 days from delivery.

For *Showcasing Art History*, please see the separate terms and conditions on our [website](#).

### How to Book and Payment of Fees

Full payment is due at the time of booking; we strongly advise booking early as our courses are very popular. Our short courses and tours make an unusual and memorable Christmas or birthday present, and gift vouchers are available on request.

#### **How to book:**

Please note that the Short Courses are gradually being brought into the fold of The Courtauld's ticketing and event booking system. *Showcasing Art History* was the first of our programmes to be integrated; we are now following up with bookings for the following – notifications from the website may be a little different, but terms and conditions remain exactly the same.

A) Booking for the following courses:–

*An Introduction to Art History* (online)

Summer School courses (online; and on campus)

*Showcasing Art History* (online; and on campus)

Saturday Study Events (online; and on campus)

To book your chosen course(s) please use the book now button on the relevant course page and you will be taken to our booking system where you can book and pay (Visa / Mastercard / GooglePay / ApplePay).

At checkout, you will be prompted to login (if you have previously booked gallery tickets) or to register and create a new account.

(Please note: this ticketing login is not the same as your short courses VLE login if you have one).

Once you have made your selection, your chosen course(s) will be added to your shopping basket which has a timer of 20 minutes, after which time your basket will be cleared and you will need to start again. The timer starts from when you put an item in the basket (not when you login or register).

If you have any questions please email us at [short.courses@courtauld.ac.uk](mailto:short.courses@courtauld.ac.uk)

## B) Booking for all other courses

For all other ONLINE courses please book via the Fees and Booking page for each course on the website. You will be directed to a booking form, and when you have completed it, to a link to make payments via the secure “Flywire” payment system.

For all other ON CAMPUS courses and for Study Tours:

- Please complete a booking form via the website to request a place, subject to availability. You should then receive an automatic notification that your request has been received.
- We shall let you know by email (from [short.courses@courtauld.ac.uk](mailto:short.courses@courtauld.ac.uk)) whether a place is available on your chosen course and, if so, we shall send you a link to the Flywire payment system so that you can pay in order to confirm the booking.

Important notice: We are aware of an ongoing issue for Gmail account users. If you are using a Gmail address you may find that emails from The Courtauld are not always recognised and may go to your spam folder. You may therefore need to check and release emails; and enable The Courtauld in your filter settings/mark emails from The Courtauld as genuine and not spam.