

These are our **Terms and Conditions** for booking a course at BOX 2, Barlavington Stud (the Studio) organised by Ateliers Weffaced.

Personal Property:

Students should safeguard personal property at our studio, we cannot be responsible for loss of, or damage to, personal belongings from the studio or from cars.

Due to COVID-19 pandemic please observe the following:

- **We are practising social distancing in the studio, so please give your neighbour and fellow students 2 metres distance at all times.**
- **Please wear a mask or visor or both**
- **Please only touch my samples/books etc. with gloves on and if you make a mistake please quarantine them in the quarantine box provided.**
- **Please use the bins provided for tissues**
- **Please Sanitise your hands on arrival and if you leave when you return and at any time you wish during the day.**
- **Only one person should enter the Ladies toilet at a time, to avoid a collision of two people meeting each other on the way in or out.**

General Health and Safety Regulations

Please take care to listen to any demonstrations regarding equipment used in these classes to ensure your health & safety during the workshops.

If you hurt yourself while working at the Studio, whether on the premises or in the car park please report it to the tutor as soon as possible.

If there are any breakages while you are working at the Studio please alert the tutor as soon as possible.

There is a first aid box if you require it please inform the tutor.

If you see a fire please sound the alert and leave the building as soon as possible by the nearest exit.

When you hear the fire alarm please leave the building by the nearest exit and wait in the car park.

Students working on group trips out are advised not to work out of sight or sound of at least one other student.

Deposit:

A non-refundable deposit of £100.00 is payable to secure a place on any course/workshop, the balance to be paid no less than 4 weeks prior to the commencement of the course. The final date for payment will be indicated on the course invoice which will be sent to you when you book. After this date, course places will no longer be reserved and re-booking at this stage will mean payment of the full course fee provided if there is room on the course. Deposits and full fees are not transferable.

Bookings on any course are accepted at the discretion of the tutor.

Refunds:

Refunds, excluding the non-returnable deposit, can only be given if notice is received at least four weeks prior to the commencement of the course.

Course Dates:

These will be as published. However, if in exceptional circumstances we have to alter course dates, students will be offered an alternative.