

## Terms and Conditions:

### Short Courses

## **Contractual Relationship with Central**

You are aware that your application is an offer to Central to enter into a binding contract with Central to purchase a place on one of Central's short courses ("**Courses**").

You accept that Central is free to accept or decline your application at its absolute discretion. You acknowledge that your offer will only be accepted once Central sends you written confirmation that your application has been accepted by email, or that Central is able to offer you a place on the course ("**Confirmation**").

You accept that at the point you receive the Confirmation, a contract will come into existence between you and Central (the "**Contract**"). The Contract will continue until you complete the Course, unless the Contract is cancelled earlier in accordance with these terms and conditions (the "**Terms**").

In addition to these Terms the Short Course Student Handbook as amended from time to time form part of the Contract.

## **Minimum Numbers**

Courses will only commence if we receive the minimum number of applicants required, which varies from course to course.

In the event that the minimum number of students required is not achieved by 7 days before the Course begins we will unfortunately need to cancel the Course.

You are advised not to incur any additional costs related to the Course (e.g. flight and/or accommodation costs, technology costs or equipment costs) until after this date. If you are unsure, please email the team at [short.courses@cssd.ac.uk](mailto:short.courses@cssd.ac.uk).

## **Deferrals & Transfers**

We are unable to offer deferrals on our Artist Development Programme, Evening Courses, Online Courses, CPD or Summer Courses.

Please see the diploma student handbook for the 'break in study' procedure, which is in place on our diploma Courses.

You can transfer your place on any open access course to another person, up until the day before a course begins. To do this, please get in touch with the **Short Courses team** who will let you know the process.

You are not able to nominate a student to transfer your place to on Courses with a selective application process. However, please do get in touch with the Short Courses team if you would like to transfer your place. Where possible, they will facilitate a transfer going to

someone on a waiting list.

It is not possible to transfer your place to another Course, or to transfer your place to another student once the Course has begun.

## **Right to Cancel**

### **Your legal cancellation rights**

If you are a consumer and not entering into the Contract for purposes connected with a business, then you have legal rights under the Consumer Contract (information, Cancellation and Additional Charges) Regulations 2013 to cancel the Contract within 14 days (the “**Cancellation Period**”) without giving any reason to Central. You accept that the Cancellation Period will expire 14 days from the day of the conclusion of the Contract (which will be the date upon which full payment is made) (“**Confirmation**”).

If you wish to cancel the Contract within the Cancellation Period, you may inform Central of your decision to cancel this Contract by providing a clear statement (e.g. a letter sent by post or e-mail) to The Royal Central School of Speech and Drama, University of London, Eton Avenue, London NW3 3HY, UK, Tel: +44(0)20 7722 8183\*, Email: [short.courses@cssd.ac.uk](mailto:short.courses@cssd.ac.uk)

Central will not start providing the services to you during the Cancellation Period unless: you enter into the Contract within 14 days of the Course starting; you expressly request Central to do so; or you choose to log into an online course during the Cancellation Period (as applicable).

If you cancel the Contract within the Cancellation Period, Central will refund you the fees that you have paid using the same means of payment you used for the initial transaction within 14 days of the date on which you inform Central that you wish to cancel the Contract. However, you acknowledge that if you have entered into the Contract within 14 days of the Course starting or you have expressly requested that Central start providing the services within the Cancellation Period, for example by attending the Course (or by logging into an online course as applicable), then Central will be entitled to charge you a reasonable sum for the services provided based on the proportion of the course you have undertaken. As a result, Central can deduct this sum from any refund payable to you.

You acknowledge that the other paragraphs of these Terms set out your other rights to cancel the Contract which are in addition to, and do not affect your rights under this section (Your legal cancellation rights).

### **Other cancellation rights**

In addition to your legal right to cancel, you may cancel the Contract after the Cancellation Period **up to 14 days before the Course start date**, or before logging into the VLE (as applicable). You accept that in these circumstances you will remain liable for any fees and will not be entitled to a refund of the fees paid except in the circumstances set out below.

You understand and accept that:

1. if you provide Central with written notice to cancel the Contract outside of the Cancellation Period but **at least 14 days (7 days for Online Courses)** before the Course starts you will be entitled to a refund of the fees you have paid;
2. if you provide Central with written notice to cancel the Contract after expiry of the Cancellation Period and after the commencement of the Course, you accept that you will remain liable for the fees and will not be entitled to a refund of the fees paid. This covers all possible reasons that you may seek a refund including due to ill health or Covid-19 of yourself or a family member, issues with technology (for Online Courses), transport disruption etc. Central recommends that all students insure themselves to cover the loss of fees in the event of needing to seek a refund after the refund policy expires.

You may also cancel the Contract at any time if Central breaks the Contract in a material way and does not correct the situation **within 28 days** (where your course is 1 month or more in duration) or **14 days** (where your course is less than 1 month in duration) of you asking Central in writing to do so or if Central goes into liquidation or a receiver or administrator is appointed over Central's assets. If you cancel the contract for any of these reasons you accept that you will receive a refund of any fees paid.

To request a refund, please email [short.courses@cssd.ac.uk](mailto:short.courses@cssd.ac.uk) stating which Course and date you have booked on to. You understand and accept that any refunds payable may take up to 10 working days to be processed.

### **Data Protection**

When you register as a student or participant, Central will collect some data about you. Central holds information about all applicants and students and may use this data for statistical monitoring purposes within Central and through certain external and statutory bodies.

This may include data that is known as personal data or special category data under the Data Protection Legislation. Any sensitive personal data (such as medical records) will be handled and stored in accordance with relevant data protection principles and legislation.

You can refer to the Short Courses Privacy Notice for more information [here](#).

In the event that there is a change to the way we use your personal data we will update the Short Courses Privacy Notice on our webpages. We consider that it has been brought to your attention upon publication on our website. We encourage you to keep up to date by taking the time to review the Short Courses Privacy Notice occasionally throughout the duration of your Course.