



Summer Studio 2019 Application Form

PERSONAL DETAILS

Surname	First Name	Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of Birth	Gender	Nationality	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			
<input type="text"/>			
Mobile			
<input type="text"/>			
Emergency Contact (name + phone no.)			
<input type="text"/>			
Current place of study e.g. College / University (incl. address)			
<input type="text"/>			
Address during the course (please leave blank if not sure yet)			
<input type="text"/>			
Any health / mobility / special needs requirements			
<input type="text"/>			
How did you find out about the course?			
<input type="text"/>			

PLEASE SELECT A SUMMER SCHOOL COURSE SESSION

3 WEEK Summer Studio: £1,850.00

02 July – 19 July

ADDITIONAL ENRICHMENT COURSES

Additional TWO DAY Portfolio Workshop: £350.00

20 July – 21 July

27 July – 28 July

Additional Makers Week: £750.00

22 July – 26 July

NOTE: Portfolio Workshop and Makers Week courses are available only upon completion of a Summer School course.

Reserve Design Kit: £20.00

(Design Kits sold on first day of course)

PERSONAL STATEMENT

Please include a personal statement (no more than 350 words) expressing your interest in architecture and/or the built environment as well as any skills or achievements which may be relevant (e.g. studies/work experience).

APPLICATION PACKAGE

Please submit with this form:

- A mini portfolio, i.e. drawings or/and pictures of sculptures, murals, installations, etc.

All to be sent to bartlett.shortcourses@ucl.ac.uk;

Please put your full name and course choice as the e-mail's SUBJECT.

Reduced PDF only, 10MB maximum.

We aim to respond to applications within 10 working days.

PAYMENT INFORMATION

The full amount must be paid once your application has been approved. We will send you a link to **UCL Online Store**.

Once your application and payment are received you are committing to a place on the course. **The place is guaranteed after the full payment has been made.**

All applications must be received by the deadline.

A full payment must be made by 26th April 2019.

APPLICANT SIGNATURE

To the best of my knowledge the information on this application is accurate and complete.

In line with the General Data Protection Regulation (GDPR) and upon request we can provide you with more details about how we collect and use your personal information.

By signing this form you are agreeing to the Terms and Conditions (next page).

Name:

Signature Date

Please note that if you cancel your confirmed place on the course within 3 weeks of the course start date, a £300.00 admin fee will not be returned.

Please send completed form to: bartlett.shortcourses@ucl.ac.uk

Terms and Conditions

1. Fees

1.1 Full payment of the course fees must be received prior to commencement of the course by the specified date. Your place on the course is not guaranteed until full payment is received.

2. Discounts

2.1 There are a limited number of discounted places for UK/EU students only on our short courses, offered only in special cases. The discount is up to 30% and is available to be requested within the same academic year on all short and professional development courses unless otherwise stated. The discount is for:

2.1.1 Those who are registered as unemployed and in receipt of Jobseeker's Allowance or ESA

2.1.2 Currently enrolled full-time and part-time UK students on full state scholarships

2.1.3 UCL staff

2.2 Proof of entitlement to the discount is required before the start of the course. Please do not send originals in the post.

2.3 If proof is not received before the start of the course, the remaining 30% of the course fee is due on the first day of the course.

2.4 Anyone wishing to claim a discounted rate must do so at the time of booking, as discounts cannot be claimed retrospectively.

3. Materials and equipment

3.1 Unless stated, the course fee does not include the cost of materials.

3.2 Details of any materials to be supplied by the students will be provided at the beginning of the course.

4. Student cards

4.1 Temporary student cards to access the building will be provided for some of the courses.

4.2 All other students will be given a Short Course Pass in order to enter and exit the building on the day of their course. These passes should be handed to reception at the end of the course.

5. Cancellation by us

5.1 Please provide proof of ID and date of birth on enrolment. We reserve the right to revoke your application if you do not meet course requirements.

5.2 Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received.

5.2.1 We reserve the right to:

5.2.2 amend or cancel courses

5.2.3 change course location

5.2.4 substitute lecturers and tutors.

5.3 If we cancel a course we shall give you at least one week's notice and you will have the option of transferring to another course or of having a full refund of the course fees only. Refunds can take up to three weeks to clear.

5.4 We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of courses.

6. Cancellation by the participant

6.1 If you wish to cancel or transfer your place on a course your request should be made in writing (via letter or email).

6.2 If your written cancellation is received a month or more prior to the course start date, you will be entitled to a full refund, minus a £300 admin fee.

6.3 If your written cancellation request is received within three weeks of the course start date, we are not able to offer you any refund or a transfer to another course.

7. Non-attendance

7.1 Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer.

7.2 However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.

8. Class postponement

If a class is postponed for reasons for which we are responsible, including staff illness, we will make every reasonable effort to reschedule the class or to add the missed hours onto the remaining course classes.

9. Travel

Please ensure that your place is confirmed and the course is running before you make any travel arrangements. We do not offer refunds for travel or accommodation costs.

10. Visas

10.1 All participants travelling from overseas are responsible for securing any visa required and should have their own travel/medical insurance. We recommend you contact the Embassy in your own country to check visa requirements before you book your course. We are unable to assist with visa applications. Visa letters can only be issued after we receive the full course fees.

10.2 If you cannot attend a course because you have not obtained a visa to enter the UK, no refund will be offered.

11. Insurance

11.1 If you are here for less than six months, please note you are not covered for National Health Service treatment in the UK. You are therefore required to obtain travel/health insurance from your own country.

12. Student Code of Behaviour

12.1 All students are expected to abide by the [UCL Code of Behaviour](#). We ask that you treat each other, the staff and any property belonging to staff, other students, or the School and College with due respect, care and consideration.

13. English Language

13.1 All students whose first language is not English should have a reasonable proficiency in the English language, in order to fully benefit from the course.

14. Recording

14.1 Due to copyrights, and out of respect other participants, the use of audio and/or visual recording is not permitted during any course.

15. Force Majeure

15.1 We shall not be liable for any failure or delay in the performance, in whole or part, of any or our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control

Disclaimer: The information given above is accurate at the time of publication, however, The Bartlett School of Architecture, UCL reserves the right to cancel or amend the described courses as circumstances dictate.