



The Bartlett School of Architecture
The Bartlett PERTH workshop
08/07-20/07 2019
Application form

First Name

Surname

Address

Mobile

Interest

Email

Date of Birth

Nationality

Emergency contact (incl. phone number)

Where are you currently studying and/or working?

Address during the course (leave blank if not sure yet)

Any health/mobility/special needs requirements ?

APPLICATION:

10 days session: £ 850 per student for the course teaching only
Students need to find their own accommodation and need to enquire about VISAs

Full payment £850 needs to be paid to secure a place. Fee is not refundable.
Full payment deadline is the 24/06/2019. If the total course applicants are below 10 student by the 24/06/2019, we will refund application fee.

PAYMENT):

We will send you a link to payment facilities after we accepted you for the course.
Once your application has been accepted and payment received you are committing to a place on the course. All applications must be received by the deadline. By signing this form you are agreeing to the Terms and Conditions (overleaf).

Signature _____

Date _____



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Terms and conditions

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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. Materials and equipment

- 2.1 Unless stated, the course fee does not include the cost of materials.
- 2.2 Details of any materials to be supplied by the students will be provided at the beginning of the course.

3. Cancellation by us

- 3.1 Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received.
- 3.2 We reserve the right to:
 - 3.1.3 amend or cancel courses
 - 3.1.4 change course location
 - 3.1.5 substitute lecturers and tutors.
- 3.2 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.
- 3.3 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.

4. Cancellation by the participant

- 4.1 If you wish to cancel or transfer your place on a course your request should be made in writing (via letter or email).
- 4.2 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 the administration fee. The administration fee is £300.
- 4.3 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.

5. Non-attendance

- 5.1 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.
- 5.2 However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.

6. 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.

7. Visas

- 7.1 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.
- 7.2 If you cannot attend a course because you have not obtained a visa to enter Australia, no refund will be offered.

11. Student Code of Behaviour

All students are expected to abide by the UWA and [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. Recording

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

14. Force Majeure

We shall not be liable for any failure or delay in the performance, in whole or part, of any of 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.