

## **Terms & Conditions – Open Studio**

**Fees** Vary according to type course ie Adult/Children's, Day/Evening, On Campus or Online, use of a Life Model and duration of course.

**Discounted Fees** If you are a senior citizen in receipt of a state pension, unemployed or a full time FE or HE student, the discounted fee as stated in the course description is applicable. You will be required to email a scanned copy of your evidence to [open-studio@gsa.ac.uk](mailto:open-studio@gsa.ac.uk) To benefit from the Discounted Fee, you need to select the course you want to attend and enter the relevant code in the 'Promotion Code' box. *No Discounts for Portfolio or Children's Courses.*

**Cancellation** Refunds cannot be offered if you choose to cancel your booking. We understand that personal circumstances can change, however GSA cannot accept responsibility for this. If there is a change to your personal circumstances beyond your control prior to the start of your course, we will make every effort to offer you an alternative course. The only exception for a refund will be students withdrawing from a course on medical or compassionate grounds (documentation may be requested). Occasionally Open Studio may be forced to cancel a course due to insufficient enrolment in which case an alternative course or a full refund will be offered. The School reserves the right to alter or cancel any of the courses or tutors without notice.

**Open Studio Young Creative Course Bursaries** As part of the School's strategy to encourage participation in Further and Higher Education from currently underrepresented groups, a system of bursary support is available for our Young Creative Courses. One bursary place available in each. This support is aimed at low-income and unemployed parents/guardians of children who would otherwise be unable to join the Programme. Bursaries are available for Children's Courses only. Our aim is to offer direct assistance to such students in the form of a fee waiver directly from the Department. To request a Bursary form, please contact us by email [open-studio@gsa.ac.uk](mailto:open-studio@gsa.ac.uk) Only one bursary place may be awarded per household.

**Tuition** Students are provided with tuition of the highest quality. Course tutors are members of the GSA staff or invited artists and designers drawn from the wider artistic community who specialise in their field. Our aim is to ensure that students have access to current initiatives in education especially in the area of skill acquisition.

For our online courses, tuition is delivered through online demonstration, group discussion and one-to-one advice and guidance.

**Student Consent Details:** At the time of booking, you are asked to provide your (optional) consent for your chosen Course/s. This consent, if given by you, allows the GSA to take images (still/moving/sound) of your/the student's creative work and/or self-image for use on GSA social media platforms. If you wish to have a copy of the Consent information document - please contact [open-studio@gsa.ac.uk](mailto:open-studio@gsa.ac.uk). This document informs you of the use of student imagery and related information on how and when this will be used with your consent.

The consent you give can be amended at any time - please contact [open-studio@gsa.ac.uk](mailto:open-studio@gsa.ac.uk).

**Learning Agreement** (NB for online Open Studio Courses only) You will be required to sign a Learning Agreement prior to the start of your chosen course.

This will detail the "Netiquette" guidelines and relevant information regarding online delivery.

**Studios/Workshops** Courses are held in workshops and studios across the GSA campus. The Department does not take responsibility for personal belongings lost or damaged while students are on campus. We would ask you to be vigilant of any belongings and report any cause for concern.

Courses which are delivered online and filmed live remotely from our Tutors' own workshops/studios or remotely from our GSA studios.

**Health & Safety** The Health and Safety regulations of the Art School are available by contacting the Open Studio Team - [open-studio@gsa.ac.uk](mailto:open-studio@gsa.ac.uk)

**Disabled Access** As the School sits on a very steep hill, it is recommended that students with mobility difficulties discuss their access requirements with the Department prior to making a formal booking. We will endeavour to accommodate all levels of need. Curbs are lowered in areas surrounding the School for wheelchair access and lifts are available in buildings used for our courses.

**Equal Opportunities** GSA is committed to supporting equal opportunities. We aim to ensure that everyone regardless of race, gender, disability, age or sexual orientation is able to make the most of their time on the programme. It is the responsibility of the department, tutors and students to help achieve this goal. The GSA Dignity and Respect at Work Policy is available on request.