

GSA SATURDAY SCHOOL Terms and Conditions Summer Term 2020

For the purpose of these Terms and Conditions, the terms classes and sessions refer to both group classes and tutorials.

1 / Bookings

- Classes must be booked via the GSA online store <https://gsastore.surrey.ac.uk> and students will not be able to participate in classes which have not been booked and paid for.
- Full payment is required at the time of booking and fees are non-refundable.
- Applications mid-term may be accepted at GSA's discretion, but full fees will be applied.
- Priority booking may be offered to current Saturday School students for tutorials. Failure to book by the advertised deadline means tutorial slots will be released to other students.
- Places are limited and offered on a first come first served basis via the GSA online store. GSA is unable to reserve places for specific students.

2 / Classes

- Classes are taught online via zoom.
- Students must ensure they have access to zoom before booking.
- GSA is not responsible for the quality of the internet connection and no refunds will be given for poor broadband/wifi connection.
- Only the students whose name appear on the booking can join classes.
- Students aged under 18 must have a parent present in the room for the duration of classes.
- Students must ensure they have enough space around them.
- A health and safety check must be carried by the student/their parents prior to joining each class.
- No pets are to be present in the room.
- GSA cannot be held responsible for any injury/breakage caused during the sessions.
- Students must ensure they have a water bottle with them during classes.
- Students must ensure they are wearing the Saturday school uniform, appropriate clothing and shoes.
- No videos or photographs are permitted.

3 / Cancellation Policy

- Classes cancelled due to circumstances out of our control may not be rescheduled or refunded. Where possible we will endeavour to reschedule classes.

4 / Withdrawals and refunds

- No refunds will be granted for withdrawals or prolonged student absence. GSA may, at its discretion, process partial refunds for withdrawals due to serious medical reasons, in which case evidence might be required.
- Classes missed by the student cannot be refunded.
- GSA retains the right to ask a student to withdraw from the course should their behaviour or level be inappropriate or should they fail to adhere by these Terms and Conditions.

5 / Child Protection and Safeguarding

- As part of the University of Surrey, GSA adheres to the University's Safeguarding and Child Protection policy.
- Parents of U18 children should be aware that GSA does not act 'in loco parentis'. This means that GSA will not act in a parental capacity towards your child. An adult is required to be present at all times in the room while the class/tutorial is taking place.

6 / Staffing

- GSA reserves the right to alter the advertised programme and / or Faculty without prior notice. Please note that GSA tutors are working professionals and may leave during the term, a suitable replacement tutor will then take over the class.
- No refund will be processed should the student decide to leave the class due to a change of tutor.

7 / Insurance

- Participants may wish to consider taking out insurance against withdrawal due to injury/illness or requiring medical treatment or hospitalisation; or due to personal or family reasons which might prevent them from completing the course.
- GSA cannot be held responsible for injuries/breakages caused during the sessions and participants may wish to take out insurance against these eventualities.
- Participants with an existing injury attend classes at their own risk.

8 / Uniform

- All participants are required to wear the Saturday School uniform.
- Correct shoes must be worn during classes.

9 / Code of Conduct

- All participants are expected to behave responsibly and respect other students. GSA operates a zero tolerance policy towards bullying and abusive behaviour. GSA reserves the right, at its discretion, to refuse admission to or remove from the classes any participants who behave inappropriately. In this instance no refund will be given.

10 / Eligibility

- Participants do not require specific qualifications to enrol upon a Saturday School course but are expected to book classes relevant to their age/level of skills. GSA reserves the right to remove a student from a class if they have booked the wrong age or level.
- Entry to the Saturday School does not give any automatic rights for entry into the full-time school.

11 / Data Protection & Communication

- On booking participants will be asked to submit details and confirm that they agree for those details to be stored on a GSA/University of Surrey database and will be used to supply relevant course information as requested. Please see our Privacy Policy <https://gsauk.org/sites/default/files/user-files/GSA%20Privacy%20notice.pdf> .
- Participants will not receive marketing information unless agreement is held at GSA.
- GSA will use the email address provided for all communication. It is your responsibility to regularly check this inbox and keep us informed of any changes

The information contained herein was correct at the time of going to press/published online.