

## Terms and Conditions of Enrolment - London Semester Courses

Enrolment is complete only when Sotheby's Institute of Art - London has received the required Course fee within the deadline indicated in the offer letter. Payment of the fee is regarded as acceptance of the Institute's Terms and Conditions of Enrolment in their entirety. The Institute reserves the right to ask a student to withdraw from a Course at any time should any part of the fee remain unpaid.

### Course and Travel Fees

**Spring 2021 Semester Course duration: January 2021 – May 2021**

**Course fees** cover all lectures, seminars and UK study trips, if applicable. The cost of housing, meals and all other personal expenses are the student's responsibility.

**Travel fees** are applicable for Courses that include a foreign study trip. These fees cover air and ground transport and lodging arranged centrally by the Institute. Accommodation consists of a shared twin room in a three or four-star hotel. If you require a single room, the Institute will invoice you for a total supplement of £300. All other costs and expenses are the responsibility of the student. Travel fees in their entirety are mandatory for courses / units which include a study trip outside the UK and are non-refundable. Study visits are an integral part of relevant Courses and attendance is compulsory. Foreign study field trips may only apply to Spring 2021 in the event that the Covid-19 pandemic allows for international travel.

*Please note that foreign visits may require separate visas. It is the individual student's responsibility to ascertain whether a visa is necessary and to make sure the correct visa is obtained well in advance of study trips. Course Coordinators can provide supporting letters if necessary.*

### Part-Time Study

Students offered a Part-Time place on a Semester Course which involves a compulsory foreign study trip are required to attend the trip (and pay the requisite travel fee), if applicable, if it falls within their Unit of study. If the trip does not fall within their Unit of study, they may be permitted to attend (and pay the requisite travel fee) at the discretion of the Institute.

Part-Time students undertake one unit of the course only, the structure of which will depend on their course of study.

### Payment Methods for Course and Travel Fees

Payment should be made via our approved payment provider Flywire, or, for deposit and deferral payments only, via credit / debit card through our welcome site.

Further details about the methods of payment are included on the last page of this document.

## **Cancellation by the Student during Cooling-off Period**

You have the right to cancel enrolment in writing within 14 days, starting on the day following the acceptance date entered on the Student Enrolment Form. In such an event, the Institute will refund all fees paid including the deposit paid (except where the Course commences within seven days following the date of acceptance, in which case the student will be deemed to have enrolled and the refund, if any, will be governed by the terms set forth under 'Refund Policy' in the Terms and Conditions). Cancellation and refund applications should be made in writing, preferably using the 'Cancellation of a Place Form', attached, below, as Annex. 1, sent to the Admissions Department at [admissionslondon@sothebysinstitute.com](mailto:admissionslondon@sothebysinstitute.com).

## **Cancellation of Course by the Institute**

If the Institute cancels your Course, it will notify you in writing as far in advance as possible and refund your deposit and any Course and travel fees that you have paid. Other than refunding your fees, the Institute accepts no liability for expenses or losses you or any third party may incur because of a Course's cancellation.

## **Withdrawal by You other than during the Cooling Off Period**

You may cancel your place on a Semester Course at any time up to the date that is 28 days prior to the start date of the Course, outside the 14 day cooling off period, for which you have enrolled. You will receive a full refund of any Course fees which you have paid, less your deposit, which is non-refundable. You will not be liable to pay the outstanding fees for that Course.

Thereafter, you may cancel your place on a Semester Course up to the date that is 14 days prior to the start date of the Course for which you have enrolled, but outside the 14 day cooling off period. For cancellations during this period you will be liable for 60% of the full fee for your chosen Course. This fee covers the costs of administration, preparation, visits and processing which would have already been incurred by the Institute. Any fees which you have paid in excess of 60% of the full fee for that Course will be refunded to you.

For cancellations less than 14 days prior to the start date of the Course for which you have enrolled, but outside the 14 day cooling off period, you will be liable for 100% of the applicable Course fee and there is no automatic right to a refund for fees already paid.

It is the student's responsibility to ensure that the tuition fees are paid by the due date as indicated in the offer letter. The Institute does not normally refund tuition fees other than as set out above. Students who have to withdraw from their Course of study within the first 28 days of the Course may appeal this decision and apply for a partial refund. Any such application must be made by no later than the scheduled end date for that Course. Applications must be made in writing to the Registrar in the first instance, providing an explanation for their withdrawal and reasons why they should be considered as an exceptional case. Documents such as medical certificates to support the appeal must also be submitted. The Institute will consider the appeal and its decision will be final.

## **Involuntary Withdrawal**

If you are asked to leave the Course as a result of failing academic work, disciplinary issues, non-payment of fees or nonattendance, as outlined in the student handbook, the Institute will not refund any fees to you.

## **Withdrawal due to Visa Issues – Non UK/Non EU Students**

You are responsible for ensuring that you have the appropriate visa to enable you to study in the UK and/or in foreign study trip destinations. Non-UK/EU students with visas that do not permit them to study full-time in the UK will be refused entry to the course. If students are unable to obtain a relevant visa and have documentary evidence to show this, they can apply in writing to the Admissions Committee to be considered for a refund of tuition fees already paid. Refunds are made payable to the originator and the originator's bank account using the same method of initial payment.

Please note that the deposit fee is **non-refundable or transferable**.

## **Deferral of Enrolment**

If you wish to defer your enrolment offer to the next semester you must officially request a deferral from the Admissions Office. The Institute requires a £500 deferral fee to join the Course at a later time in addition to the non-refundable £500 deposit. The deferral fee will be deducted from the balance of tuition fees in the semester you will enrol in. **Please note that any increase in tuition or travel fees for the semester in which you will join the Course will be payable. This also applies to those students who interrupt their studies due to illness or other special circumstances.**

Please note that the deferral fee is **non-refundable**.

## **Transfers between Courses**

Enrolled students who wish to change their program of study may apply to do so by notifying the Admissions Department, who will arrange an interview for their new program of choice. Sotheby's Institute of Art reserves the right to decline a student's application to switch program. It is not possible to switch Course after the first week of the semester.

Students wishing to change Course will be required to pay any difference in course fees between the new Course and their current Course, they will also be expected to join the field trip abroad of the new Course and will forfeit their place on the field trip and lectures of their previous Course once this change has been made.

## **The Courses**

The Institute aims to ensure that the student learning experience, as described in the prospectus and student handbooks, is delivered and maintained at all times. In some circumstances the Institute may have to vary the method of delivery of your Course, and in some cases, the syllabus may be altered or updated. In the unlikely event that the Institute discontinues your Course or changes it significantly, whether before you start your Course or once you have begun, we will tell you at the earliest possible opportunity. If this happens before you start your course, you may wish to withdraw your application; if you do so, the Institute will provide you with support and guidance in finding an alternative Course either at the Institute or at another UK university.

Subject always to the previous paragraph, the Institute will make all reasonable efforts to deliver your Course as described in the institute's prospectus. There may be occasions where due to unforeseen or unavoidable circumstances it becomes necessary to make significant changes to a course or to withdraw it or part of it, e.g. a particular unit. Such action could become necessary if for example the following were to occur:

- a member of staff leaves the Institute and we are unable to find a suitable replacement (e.g. with the requisite academic knowledge/experience);
- a professional body or regulator/accreditor requires changes to be made to a course or withdraws their accreditation of a course;
- changes have to be made to reflect legislative changes/requirements;
- changes have to be made to reflect changes in standards set by relevant regulators and/or in keeping with best practice or developments related to the particular discipline/subject area;
- student feedback clearly indicates that immediate changes be made to a course or unit; or an unanticipated external event or issue with the buildings results in disruption to delivery;
- a worldwide pandemic or changes in visa regulations
- unexpected low recruitment to a Course/course means it is simply no longer viable or practical to run it.

In the event that the Institute has to make such material changes to a Course, as described above, it will make students aware of these changes as early as possible and highlight if the Institute's Refunds and Compensation Policy applies. You can find this policy at: <https://www.sothebysinstitute.com/wp-content/uploads/2020/06/SIAL-Refunds-and-Compensation-Policy-2020-21.pdf>

## **Student Handbook and Conduct**

Acceptance of this offer of admission presumes an agreement to abide by the policies and follow the required procedures outlined in the SIA Semester Student Handbook. You can find these policies at:

<https://www.sothebysinstitute.com/campus/student-policies/>. Access to the Handbook will be made available via Canvas Learning Management System. In particular, please note the following:

- Unless otherwise stated, attendance at all classes/visits on a given course is mandatory except in exceptional circumstances
- The Institute reserves the right to bar students arriving late from classes and visits
- The use of mobile phones or other handheld devices in class is strictly prohibited
- The Institute requires its students to behave professionally and courteously to Institute staff, faculty and fellow students at all times

We would strongly encourage applicants/students to declare any disability, or condition that may have a negative impact upon their studies, as soon as possible so that we can plan for the provision of appropriate support as soon as the academic year begins.

## **Payment Details:**

Payment of tuition and travel fees should be made via our approved payment provider **Flywire**.

Finance Department will be in touch prior to the payment deadline. You will receive a statement of your account showing the breakdown of the fees due. Payment should be processed through the **Flywire** link provided.

You must ensure that you complete the student information details in full, including your student ID, course name and your email address in order for us to be able to identify your payment.

You should also contact the Finance department to inform them that your payment has been initiated – [finance@sothebysinstitute.com](mailto:finance@sothebysinstitute.com).

**By Credit / Debit Card:**

Follow the steps on the secure online enrolment form to make the deposit payment by credit or debit card (deposit and deferral payments only). Please note that we do not accept American Express cards.

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## Annex 1 – Cancellation of a Place Form

### Cancellation of an Offer of a Place to Study on a Programme or Course

This form should be completed by a student who has been offered and accepted a place to study on a higher education programme or course offered by Sotheby's Institute of Art - London and now wishes to cancel the offer of a place. This applies to MA / Post-Graduate Diploma programmes, Semester Courses and four week Summer Study Courses.

Students who have been offered and accepted a place on a Sotheby's Institute of Art - London programme or course have a statutory 14-day "cooling off period" from the date of accepting their offer, to cancel the place. Students thinking of cancelling their place on a programme or course should read the SIAL Refunds and Compensation Policy and the Terms and Conditions.

Please complete all parts of this form and submit it to the Admissions Team (this can be done electronically via: [admissionslondon@sothebysinstitute.com](mailto:admissionslondon@sothebysinstitute.com) )

Name:

Title of programme / course you have accepted and offer of place:

Start date for this programme / course:

*Please briefly state your reason(s) for cancelling the place on the programme or course, which you were offered at Sotheby's Institute of Art - London and initially accepted.*

*If you attended orientation and started studies on the programme or course please state, any concerns about the programme that have led to you cancelling your offer of a place.*

Signature:

Date: