

# Terms & Conditions

## Cancellation and Refund Policy

### **CANCELLATIONS by Albany Summer School**

Albany Summer School reserves the right to cancel any class that for reasons beyond our control will not take place. Fees for courses cancelled by us will be refunded in full. Reasons for cancellation may include:

- No longer have a tutor to deliver the course as advertised.
- The course has not received sufficient participant enrolments by 4 December 2023 to cover costs of running the course.

### **Cancellations by participants**

The Albany Summer School, which will be held at Great Southern Grammar School at 244 Nanarup Road Kalgan (Albany), is organised by a voluntary committee. It is a not-for-profit body and, as such, all fees charged for the courses and related events reflect directly the expenses incurred by Albany Summer School.

Cancellations instigated by participants prior to 25 November 2023 will have fees refunded less 10% (admin and booking fee).

After that date and until 5pm on Sunday 12 December 2023, 50% will be deducted from the enrolment fee being refunded.

After 12 December 2023 no refunds will be made.

## Marketing & Photography

By enrolling in a course/class you are giving permission for you and/or your child to be photographed knowing that photographs may be used by Albany Summer School for promotional purposes. If you do not wish to be in a photo or video please let our photographers know and they will ensure you are not included.

You also acknowledge that we may use any comments on your feedback forms, photos of works in progress and finished items for promotional purposes.

You also agree to our communicating relevant Albany Summer School information (marketing) to you.

## Accessibility

Albany Summer School is held at Great Southern Grammar School, Nanarup Road Kalgan (Albany). If you have any special requirements or physical limitations, please note there may be some limitations to physical access to some classrooms and there is limited disabled parking. We suggest you contact the enrolment officer 0492 008 902 if you have questions in this regard before you make any final decisions on enrolling in a course.

## Respect People and Property

Albany Summer School is organised and run by a volunteers committee along with the help and assistance of additional volunteers during the actual running of the Albany Summer School in January each year.

Catering is provided for your convenience by another volunteer organisation as a fundraising exercise.

All Tutors and the staff of the venue are paid and will likely also cross your path during your time at Albany Summer School. It is our request that all these people along with your fellow participants be treated with respect at all times.

We are all at Albany Summer School because we want to be, to laugh and learn, to make new friends, catch up with old friends and to enjoy the experience. We will not tolerate behaviour that does not align with our terms and conditions and values and reserve the right to ask people to leave the venue if contrary issues arise.