



TERMS AND CONDITIONS FOR BOOKING WORKSHOPS AND COURSES AT WESTBURY ARTS CENTRE

Payment for classes and workshops

You must pay in full for your workshop or course in advance of attending your first class.

Withdrawals, transfers and cancellations

If you need to withdraw from a course and inform us in writing at least 14 working days before the course is due to start, you will be eligible for a refund of your fees minus £5.00 to cover administration costs. If you withdraw from a course at any other time, you will not be eligible for a refund. However, in exceptional circumstances and at our discretion we may make refunds of some or all the fees and will deduct a £5.00 fee for administration.

Bookings can be transferred to another course at no additional charge (apart from the difference in course fees) if you inform us at least 14 working days in writing.

We will refund your fee in full in the unlikely event that we cancel a course or workshop, for example, due to lack of numbers, tutor ill-health, or other unforeseen circumstances.

Class materials

Your course/workshop confirmation email will advise you on what materials you need to bring to the class. Unless stated on the workshop details information on our website lunch is NOT provided but free tea and coffee are available.

Photography/video

By taking part in a WAC course/workshop or event you give full rights to use any images resulting from photography/ filming during the event.

Personal data

According to the Data Protection Act 2018 we are required to advise you of the uses we will make of the personal data you provide when making a class booking.

These are:

- To manage your booking, record your attendance,
- To contact you in advance of the class to confirm your booking, to remind you of your booking and to advise of any materials you should bring
- To contact you in case of changes to the time, date, venue or content
- To survey you from time to time on behalf of WAC to gain feedback on your experience and satisfaction with WAC.
- To email you our online newsletter so that you can keep in touch about other WAC courses/workshops events and news. You may unsubscribe from this list at any time.