

Coppicewood College Booking Terms and Conditions

This policy applies to all courses operated by Coppicewood College registered charity no. 1107250

Definitions:

Short Course: Any course of four days duration or less

Medium Course: Any course of more than four days but less than 5 months

Long Course: Any course of more than 5 months duration

Participant: Any individual who has secured a place on any of the courses operated by Coppicewood College

We/us: Coppicewood College

You: The participant

Short Course:

- These Booking Terms and Conditions form the entire agreement between the participant and Coppicewood College.
- We do not accept a deposit to secure a place on any short course
- Payment in full is required to secure a short course place. Until such time as payment is made no place is secured.
- Cancellations made up to 8 weeks prior to the course commencement date are refundable subject to administration fees.
- Cancellations made less than 8 weeks prior to the commencement date will only be eligible for a refund if we are able to fill the course completely.
- All cancellations must be advised in writing to info@coppicewoodcollege.co.uk
- A cancellation administration fee of 15% of the price of the course will be deducted from any refund to which candidates are entitled
- If you find you are no longer able to attend a course that you have booked we will allow you to transfer the course place to another individual at no additional charge, subject to the following conditions:
 - we are provided with the details of the new course participant at least one week before the course commences
 - the alternative participant agrees to be bound by these terms and conditions and meets requirements in place for the relevant course
- If for any reason whatsoever we need to cancel a course that has already been confirmed, we will refund the full cost of the course for any secured place
- We will not be held responsible for, or refund, any costs over and above the secured course fee.
- When booking a course you agree that you will adhere to the instruction provided by the course instructor both in regard to safe use of tools and equipment and in adherence to Coppicewood College policies which include but are not limited to:
 - Health and Safety
 - Environment
 - Equal Opportunities

- Safeguarding
- Where, in exceptional circumstances in the opinion of an instructor or a trustee of Coppicewood College, your continued participation in a course is likely to constitute a risk to the health, safety or wellbeing of yourself or other people, they may at their discretion remove you from the course. In such a case any refund will be at the discretion of Coppicewood College.
- When booking a course you give your consent that we may take photographs or video clips of you during the course of the workshop, and that we may use these for celebrating, promoting or advertising the work that we do. This may include, but is not limited to, use on our website or promotional literature, sharing through the various social media platforms that we subscribe to or use by the local press. Should you not agree to this it is your responsibility to notify us when you attend your booked course.
- When booking a course with us you give your consent that we may add any email address that we hold for you to our mailing list. This is purely for the purposes of being able to provide you with future news, course reviews and successes, new course dates and product launches, along with any special promotional offers that we feel may be of interest to you. Your email address will be used by us solely for these purposes and will not be shared or distributed in any form to any third party without your permission.
- When booking a course with us you commit that you:
 - have read, understood and agree with these booking terms and conditions.
 - have read, understood and can accommodate the course characteristics shown in the “Course Characteristics” table for the course you are booking.
 - undertake to advise us if anything changes prior to course commencement in respect of your ability to undertake the course
- In exceptional circumstances Coppicewood College may be willing to modify these Terms and Conditions by mutual agreement. Any such individual modification shall not imply a general modification.

Course Characteristics

Course	Use of sharp tools	Use of fire	Outdoor working on uneven ground or mud	Remote location with limited facilities	Remote location with no facilities	Physical exertion
Charcoal Making	Yes	Yes	Yes	Yes	No	Medium
Green woodworking	Yes	No	Yes	Yes	No	Medium
Hedgelaying	Yes	No	Yes	No	Yes	High
Introduction to coppicing	Yes	No	Yes	No	Yes	High
Natural dyeing	Yes	No	Yes	Yes	No	Low
Spoon carving	Yes	No	Yes	Yes	No	Medium
Stool making	Yes	No	Yes	Yes	No	Medium

Medium Course

Not currently used

Long Course

- These Booking Terms and Conditions form the entire agreement between the participant and Coppicewood College.
- Payment of the specified deposit is required to secure a long course place. Coppicewood will only request that you pay a deposit after your suitability for attending the course has been confirmed. This will normally be after we have received your application form **and** we have conducted an interview.
- Deposits are due for payment 8 weeks prior to course commencement.
- Until such time as deposit payment is made, no place is secured
- Any deposit paid is non-refundable.
- Payment of the balance of course fees should be made in full 2 weeks prior to the commencement of the course
- In exceptional circumstances Coppicewood College will consider a monthly payment plan to help participants spread the cost of the course. Any such payment plan is:
 - Entirely at the discretion of Coppicewood College
 - Subject to written agreement between Coppicewood College and the participant
 - Will require, as a minimum, payment in advance of each portion of the payment plan.
- Cancellations must be advised in writing to info@coppicewoodcollege.co.uk
- If, after the course has started, you feel that you are unable to complete the course for any reason whatsoever you agree that:
 - You will advise the course tutors as soon as you have a concern that you may not be able to complete the course and to advise them of the reason.
 - Coppicewood College will not be able to fill your place once the course has commenced and that any refund of course fees, in full or in part, is entirely at the discretion of Coppicewood College and subject to funds being available.
 - You will work with Coppicewood College to try to find a mutually agreeable solution to accommodate your particular circumstances.
- If for any reason we need to cancel a course that has already been confirmed, we will refund monies paid for any secured place.
- We will not be held responsible for, or refund, any costs over and above the course fee.
- When booking a course you agree that you will adhere to the instruction provided by the course instructor(s) both in regard to safe use of tools and equipment and in adherence to Coppicewood College policies which include but are not limited to:
 - Health and Safety
 - Environment
 - Equal Opportunities
 - Safeguarding

- Where, in exceptional circumstances in the opinion of an instructor or a trustee of Coppicewood College, your continued participation in a course is likely to constitute a risk to the Health, Safety or Wellbeing of other people, they may at their discretion remove you from the course. In such a case any refund will be at the discretion of Coppicewood College.
- When booking a course you give your consent that we may take photographs or video clips of you during the course of the workshop, and that we may use these for celebrating, promoting or advertising the work that we do. This may include, but is not limited to, use on our website or promotional literature, sharing through the various social media platforms that we subscribe to or use by the local press. Should you not agree to this it is your responsibility to notify us when you attend your booked workshop.
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- When booking a course with us you commit that you have:
 - read, understood and agree with these booking terms and conditions
 - read, understand and comply with our Health and Wellbeing terms and conditions
 - you undertake to advise us if anything changes prior to course commencement in respect of your health and wellbeing
- In exceptional circumstances Coppicewood College may be willing to modify these Terms and Conditions by mutual agreement with a participant. Any such individual modification shall not imply a general modification.

Updated 19th May 2022