

## **Booking terms and conditions for IDS professional development courses**

These booking terms and conditions, together with our participant code of conduct and any other written information we brought to your attention before we confirmed your booking, apply to your booking with the Institute of Development Studies. Please read them carefully as they set out our respective rights and obligations. In these booking conditions references to 'you' and 'your' include the first named person on the booking and all persons on whose behalf a booking is made or any other person to whom a booking is added or transferred.

### **1. Fees**

If you are booking a course which involves fee payment, your booking will only be confirmed when your fees are received and the stage two application form is submitted. Fees must be paid on receipt of payment details.

Details of what is included in your fees can be found on the relevant course web page.

Any other costs including travel, accommodation, visa, insurance, software, etc. are the responsibility of the applicant/participant.

### **2. Payment methods**

For fee paying courses, there is no deposit or instalment process. All fees must be paid in full. Payment can be made in the following way:

1. By PayPal (a payment link will be sent with the acceptance email).
2. By card (if you don't have a PayPal account and prefer to pay by card, you can pay by card using the PayPal link sent with the acceptance email. Click 'check out – pay without a PayPal account' for this option).
3. By money transfer – paid direct to the IDS bank account, details of which will be included with your invoice. The invoice number, course code and participant's name must be quoted on all bank transfers. To request an invoice, please email [shortcourses@ids.ac.uk](mailto:shortcourses@ids.ac.uk).

Fees for educational courses provided by the Institute of Development Studies are VAT exempt for all participants under Schedule 9 of The VAT Act 1994.

### **3. Booking process and deadline**

Booking processes and deadlines are detailed on the relevant course webpage on the IDS website. If you have any queries about your application, please contact the named person on your course's webpage.

Applicants must be 18 or over on the first day of the course, unless otherwise stated in the course description.

#### **4. International applicants**

Fees are the same for home and overseas applicants. Please check the status of your booking and course availability before you book your travel and accommodation.

#### **English language**

For many of our courses, proficiency in both verbal and written English is required. This is because sessions are delivered in English and applicants are expected to participate fully in all sessions. Your English language needs to be of an intermediate standard or higher (or an IELTS score of 6.5 or above). You are not required to take an IELTS test, this score is a guide only. Language requirements are detailed on your course's webpage. Please ensure you observe these requirements before booking.

#### **UK Border Agency**

If your course requires you to travel to the UK and you do not hold a UK passport you must check with the UK Border Agency regarding visas before you make your booking.

If you do not leave sufficient time to obtain a visa once you have booked your course and your visa is declined or delayed, you will not be eligible for a refund.

We recommend that you apply for a 'Short Term Study Visa' no less than six weeks before the start of the course. A Tier 4 or any other visa is not appropriate for this course. We advise participants to confirm visa issuing times with their local visa issuing centre and/or UK embassy. You must ensure you provide the visa issuing centre with all the required supporting documentation. If you fail to do so you will be refused a visa to enter the UK.

IDS will provide an official Visa Support Letter to facilitate each visa application once course fees have been received. IDS is accredited as a course provider by the British Accreditation Council.

All costs associated with visa applications and issue are your responsibility.

If you have been refused a visa to the UK, and applied in good time (as per current guidance by the UK Visas and Immigration), the course fee will be refunded if the following documents are returned/provided to IDS:

- all visa support documentation.
- the original letter issued by the British High Commission/Embassy confirming the refusal of the visa.

## **5. Cancellations and deferment**

### **Applicant cancellation**

If you wish to cancel your place you must put your request in writing no less than six weeks prior to the start date of the course, in order to receive a refund. If you cancel after this date you will not receive a refund. An administration fee of 10 per cent of the course fee will be charged for all cancellations.

### **IDS cancellation/changes**

Every advertised course requires a minimum number of bookings for it to cover its costs and run. In the event a course does not achieve a minimum number of bookings, we reserve the right to cancel the course up to six weeks before the course start date and will notify you by email. In case of cancellation by IDS, all course fees paid will be refunded.

We reserve the right to make changes to courses such as moving location (within reason), changing tutors or amending the schedule.

In the event that you or your course is affected by the coronavirus pandemic, we will review all options including transitioning to online learning where possible or refunding course fees. Please contact the course administrator if you have any queries or concerns about your course.

IDS' total liability to the participant in respect of any losses arising from or in connection with the course shall in no circumstances exceed the value of the course fees. IDS will not be liable for any costs incurred with respect to travel, subsistence, visa applications or accommodation. Please ensure you maintain or take out the necessary insurance to cover such losses.

## **6. Missed classes**

If you miss sessions due to illness or professional or personal commitments you will not be eligible for a refund, or additional time with the tutor.

## **7. Health and safety**

You will be expected to follow the health and safety instructions of IDS at all times. Where necessary, you must take out or maintain all necessary travel, health and medical insurances.

## **8. Copyright and intellectual property rights**

The copyright and other intellectual property rights in relation to all presentations, documentation and materials published or otherwise made available as part of the course remain the sole and exclusive property of IDS or as otherwise cited on the course materials, or are included by us with the permission of the owner of those rights.

In attending the course, you agree that you will not copy or permit to be copied any of the presentations, documentation and materials, nor disclose or permit the disclosure, sell or otherwise pass on those materials to others, unless agreed otherwise instructed by or agreed in writing by IDS.

### **9. Photographic and video material**

IDS records photographic and video material of participants during courses. This material will be routinely shared with others on your course. You will be asked to complete a consent form to acknowledge that we may include images of you for material used in various publications, press releases, promotional activities or other related endeavors. This material may also appear on the IDS website and/or related social media. If for any reason you do not want to be recorded and/or photographed the course administrator will attempt to make reasonable adjustments.

### **10. Social media**

IDS welcomes and encourages the use of social media by participants. As a courtesy to other participants, as well as to presenters and tutors, we ask that you follow our social media guidelines:

- Remember that any unpublished data should be regarded as confidential, and should not be captured, transmitted, or redistributed as this may prevent subsequent publication of the data in a scholarly journal.
- Gain approval from a tutor or presenter prior to quoting or publishing that individual's work.
- Do discuss the course on social media platforms (without sharing unpublished information or data) provided that you:
  - remain respectful in tone and content
  - do not make any comment or post material that is, or might be construed to be, offensive, obscene, defamatory, discriminatory, hateful, racist or sexist towards any person or organisation
  - do not use or disclose any confidential information obtained during the course.
  - do not make any comment or post material that infringes copyright
  - do not use offensive language in your posts.
  - do not engage in rudeness or personal attacks
  - keep your phone on silent throughout the sessions so as not to disturb other participants and/or the presenters/tutors.

### **11. Support for students with disabilities**

If you are likely to require support during the course because of a mental or physical impairment, please contact the course administrator as soon as possible for further advice or guidance. All requests for support will be considered in line with the criteria for 'reasonable adjustments' as outlined in the Equality Act 2010.

## **12. Proper law and jurisdiction**

These terms and conditions shall be governed by and construed in accordance with the law of England and Wales and you agree to submit to the exclusive jurisdiction of the courts of England.

*These Terms and Conditions were last updated on 28 August 2020.*