

## Booking terms and conditions for IDS short courses

### 1. Fees

**An applicant's place on the course will only be confirmed when the fees are received and the stage 2 application form is submitted. Fees must be paid on receipt of payment details.**

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

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

### 2. Payment methods

There is no deposit or instalment process. All fees must be paid in full to guarantee an applicant's places on the course.

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 the 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).

The 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

Application is via the online application system. Applicants unable to access the online application system should contact the Course Coordinator.

All applications will be individually assessed, to ensure participants have the required qualifications and experience. Applicants will be notified by email of our decision once all the applications have been received and reviewed and we aim to respond within 14 days' after the closing date.

Successful applicants will be issued with a conditional offer letter, payment details, and stage 2 application form.

If applicants have any queries about the application process, they can contact the Course Coordinator.

Applicants for short courses must be 18 or above on the first day, unless otherwise stated in the course description.

#### 4. International applicants

The fees are the same for home and overseas customers. You are recommended to check the status of your booking and course availability before you book your travel and accommodation.

##### English language

Proficiency in both verbal and written English is required. All sessions are delivered in English and all 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).

##### UK Border Agency

If you do not hold a UK, EU or EEA 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.

It is recommended that participants apply for a “Short Term Study Visa” no less than 6 weeks before the start of the course. We advise participants to confirm visa issuing times with their local visa issuing centre and/or UK embassy. Participants must ensure they provide the visa issuing centre with all the required supporting documentation. If participants fail to do so they 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 short course provider by the British Accreditation Council and we are advised that the appropriate visa category is a **“Short Term Study Visa”** formerly known as a ‘Student Visitor Visa’. Please be advised that **a Tier 4 or any other visa is NOT appropriate** for this short course).

All costs associated with visa applications and issue are the applicant’s responsibility.

If applicants 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 6 weeks prior to the start date of the course, in order to receive a refund. An administration fee of £50.00 will be charged for all cancellations.

## **IDS cancellation/changes**

Every advertised short 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 6 weeks before the course start date and will notify applicants 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.

IDS' total liability to the participant in respect of any losses arising from or in connection with the short 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.**

## **Deferment**

IDS will consider reasonable and legitimate extenuating circumstances should you be unable to attend and may agree to defer your fees to the following year. You must put your request to defer in writing to the Course Coordinator no less than 30 days prior to the course start date. Each decision will be made on a case by case basis.

## **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 & video material consent forms**

IDS takes photographic and video material of participants during short courses. All participants 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 endeavours. This material may also appear on the IDS website and/or related social media.

If for any reason a participant does not want to be recorded and/or photographed the Course Coordinator will attempt to make reasonable adjustments. The participant may also select to observe rather than participate in the session to avoid being included in any such recording and/or photography.

## **10. Social media use**

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 the following social media instructions:

- 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.
- Discuss the short 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 short 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.
- Please 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 or Learning Difficulties**

If you think that you are likely to require any support because of a disability and/or learning difficulty while you are on the course, you are advised to contact the Course Coordinator 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. IDS encourages you to contact us as soon as possible in order to make appropriate arrangements for you.

## **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.

# **IDS Short Course Quick Guide**

## **Participants are responsible for the following:**

- Paying for the course, in full, on receipt of the invoice (if paying by bank transfer they must quote the invoice reference number, course code and participant's name)**
- Completing and returning the Stage Two Application Form**
- Arranging their own international travel**
- Ensuring they have health, travel and cancellation insurance for the duration of the course**
- Applying for a Short Term Study Visa in good time (as per current guidance by the UK Visas and Immigration Department) and allowing for public holidays when visa offices may be closed**
- Obtaining their visas no less than six weeks before the course start date**
- Ensuring they have sufficient funds to cover all expenses which are NOT included in the full cost of the course**
- Participating fully by attending all course sessions and arriving punctually for each session**
- Signing the register at the beginning of each session**
- Advising the Course Coordinator of any special arrangements that are required to accommodate a medical condition or disability**
- Booking their own accommodation if required**