



SHORT COURSE ENROLMENT TERMS AND CONDITIONS (GENERAL)

1. Payment and Registration

1.1 Only payment will secure your place on a course. We do not accept part payment or payment plans.

1.2 All enrolments must be completed via Eventbrite. If you do not have access to a computer you may come into the University and use a computer on reception. Because the payment requires personal information, we do not recommend paying over the telephone.

1.3 When you have successfully enrolled, a confirmation email will be sent. If you do not receive this email, assume your booking is not complete.

1.4 Student registration forms are shared upon booking. Please register prior to the deadline. Please note, many of our courses are popular and fill quickly so prompt booking is recommended.

1.5 Attendance on any course at Arts University Plymouth is not permitted without a valid registration.

2. Refunds and Course Transfers

2.1 When you enrol on a course, you commit to attend.

2.2 If you find you are no longer able to attend, places can be refunded up to 14 days prior to the course start date, minus administration fees. Follow Eventbrite instructions to complete your cancellation. The University are unable to issue refunds directly.

2.3 Once a course has started, refunds and part cancellations are not possible.

2.4 Once a course has started, you cannot transfer to an alternative course.

2.5 We reserve the right to use our discretion in exceptional circumstances.

3. Contact Details and Communications

3.1 The communications you receive from us will be by email.

3.2 To ensure course information, confirmation and updates reach you, please inform us if you change your contact details.

3.3 Please ensure your contact details are entered correctly, especially your email address.

4. Criminal Convictions Declaration

4.1 It is a mandatory requirement for you to declare criminal convictions to Arts University Plymouth. You should do so by contacting shortcourses@aup.ac.uk. Any information disclosed will be discussed with you and will not automatically exclude you from participating in Short Courses.

5. Disability and Learning Support

5.1 Learning Support is not provided for Short Courses.

5.2 If you require support and wish to provide your own private support worker, please provide us with their name and contact details prior to the course enrolment deadline so that a background check may be performed.

5.3 Please make us aware of any mobility, learning or medical needs you have at the time of your enrolment. We will make any reasonable adjustments for you in order for you to enjoy your student experience at the University.

5.4 Unless you expressly ask us not to, any declaration of learning and medical needs you make will be shared with your tutor, and with relevant University staff to enable us to make reasonable adjustments for you and or for the provision of first aid.

5.5 If you are a blue badge holder and require access to an accessible car parking space, please contact us to request one, providing the details of your car's registration, colour and make/model.

6. Cancellation

6.1 All our courses require minimum student numbers in order to run. If we do not meet minimum student numbers, we will cancel the course and you will be refunded the full course fee. You will be notified of any course cancellations by email.

7. Photo/Video Consent

7.1 Photographs or videos are likely to be taken throughout the course, featuring participants and their work. This media may be used in university content for promotional purposes, such as the website, print materials and on social media platforms. If you do not consent to being featured, please email shortcourses@aup.ac.uk and your preferences will be updated.

8. Course Content

8.1 Course content will be published online and is accurate to the best of our ability.

8.2 The course tutor reserves the right to vary course content according to student need.



8.3 Any amendments to dates will be confirmed by email.

8.4 All content and courses will be delivered in English.

9. Holidays

9.1 Short Courses run for consecutive weeks and do not break for half terms unless otherwise stated.

10. Course Suitability

10.1 All our Short Course and Masterclasses are aimed at adults. In order to attend a Short Course all applicants must be over the age of 18 at the point of enrolment. If you are under 18 but would still like to attend one of our creative courses at the University then please have a look at our extensive [Young Arts](#) programme.

11. Site Passes

11.1 University passes will be shared with all participants and must be worn at all times. Entry will not be permitted without your pass.

11.2 All passes should be returned after the final session. Lost, damaged or missing passes will be charged at £10 per pass.