

BOOKING TERMS AND CONDITIONS

When a course booking is made, your place is reserved and will only be confirmed once payment is received in full.

One week courses

Courses must be paid in full by one month in advance of the start date.

We hope you won't need to cancel but if you do, our cancellation policy is as follows;

- 1) Cancellations made not later than 28 days in advance of the start date - your fee will be refunded minus an admin fee of 20%.
- 2) Cancellations made between 28 days and 14 days in advance of the start date - we will refund 50% of the course fee. We will endeavour to resell your place and if successful, will reimburse your fee minus an admin fee of 20%.
- 3) Cancellations made after 14 days in advance of the start date – we regret that we are unable to refund your course fees. If we are able to resell your place we will reimburse your fee minus an admin fee of 20%.

Payments must be made in full for late bookings (made after 28 days in advance of the start date) and in the event of cancellation, conditions 2 and 3 will apply.

Bookings made after 14 days in advance of the start date are non-refundable and non-transferrable.

AMUSF Diploma Courses Students attending AMUSF diploma courses can pay in full or in instalments of a 4 week followed by 3 week blocks.

Oxford School of Upholstery Course Students can pay in full or in instalments of 4 week blocks.

Whilst we try to maintain course fees they may be subject to alteration from those published.

Oxford School of Upholstery reserves the right to withdraw, suspend or discontinue courses at any time. Oxford School of Upholstery also reserves the right to rearrange course dates or days or to arrange appropriate alternative teaching for the courses where desired. If courses are cancelled by Oxford School of Upholstery prior to the course start date, a full refund of fees will be made. If courses are discontinued by Oxford School of Upholstery once begun a pro rata refund or credit will normally be made, with an adjustment for any course dates delivered and goods or materials supplied. If discontinued by the student, any refund or credit will be solely at the discretion of Oxford School of Upholstery.

NB Oxford School of Upholstery cannot be responsible for students' personal possessions. We have a limited amount of storage space at the workshop and also in a separate unit,

students can leave furniture and fabric overnight and between visits by arrangement. Whilst we endeavour to take great care, we cannot accept responsibility for losses or damage to furniture or fabric. Students who arrange to store things here do so at their own risk. Furniture/fabric left without arrangement will be kept for 28 days and a storage fee charged of £100 on collection, after that time it will be disposed of.

From time to time photographs may be taken during the courses and these will remain the copyright of Oxford School of Upholstery.