

LADY MARGARET HALL SETTLEMENT - ALL SEWN UP PROJECT

ASUP TERMS and CONDITIONS of ENROLMENT

Lady Margaret Hall Settlement runs the All Sewn Up Project, a programme of sewing courses for all levels including **Clothes Making & Fashion, Clothes Upcycling, General Sewing Techniques, Embroidery, and Millinery**. LMHS also runs a **Sewing & Textiles Club** for individuals who are able to practice sewing without a tutor.

ASUP courses run over 3 Terms per Academic Year, September to July (following the Lambeth school calendar, including Half Term dates). Each term has usually 11 sessions.

New students can join a course at any time during a Term and will only be charged pro-rata for the remaining sessions.

Returning students pay for the entire term or half a term regardless of late starting or absences. Missed sessions cannot be made up or refunded (except in extenuating circumstances, at the discretion of the Management)

Courses must be reserved and paid for in advance (cheques or online payments cleared). Refunds may be given in exceptional circumstances at the discretion of the Management no later than 7 days prior to the start of a course. A £20 cancellation fee will be due in all cases.

Students may pay in cash, cheque or online (BACS sort code 40-52-40 a/c no.00001777), for the full term or by instalments (max 3 per term). Half a Term must be paid in full by the first session. Special payment terms, including partial help with the course fee, may be negotiated with the Management in case of financial hardship. A small number of subsidised fees are only available once per student per academic year and may not exceed two thirds of the total termly fee for one course.

As of Autumn Term 2018 fees are as follows:

- Full term (11 sessions): £150
- Half a Term (6 sessions): £90
- Half a Term (5 sessions): £75

Additional classes can be purchased by enrolled students (where available) for £15 per session.

Enrolment to multiple classes benefit from a 10% discount on the second or subsequent courses.

Cancelled courses: should ASUP have to cancel a course due to unavoidable circumstances, a full refund will be issued within 2 weeks for the remaining sessions (pro-rata).

Places available on a first come, first served basis. **A minimum number of participants is required** for a course to run. **Students might be asked to withdraw** from a course if the tutor believes it might be unsafe for them to take part. A full refund will be issued in such cases.

ASUP Terms & Conditions are subject to periodical review without prior notice.