

# **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 for in full by the first session. **Concessionary Rates:** LMHS/ASUP offers discounts to selected courses fees for people who are experiencing financial hardship or are on low incomes. These concessionary places are limited and offered on a first come, first served basis. Please contact us if you would like more details.

As of Spring Term 2019 fees are as follows:

- Full term (11 sessions): £155
- 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.*