

Terms and Conditions

Cancellation policy

If you change your mind within 14 days of booking, you may cancel with a full refund, without cancellation fee. A full refund, with a cancellation fee of £40, will also be given for all cancellations received by 8 weeks before the start of a course. Less than 8, but more than 4 weeks before the start of a course, a refund of 50% of the course fee, minus the cancellation fee of £40 applies. No refund can be given within 4 weeks of the start of a course.

Important notice for all courses with VLE access: We normally make some course materials available on our VLE **by 6 weeks before the start of a course**. If you book **within this period, Customer Rights legislation requires that** a) you give us consent to supply digital content and b) acknowledge that the right to cancel with refund will be **lost if you access this content**. This is fulfilled by ticking the consent button to our terms and conditions

We do whatever we can to ensure that courses take place as advertised but we reserve the right to make changes or cancellations. In the unlikely event that we have to cancel any course, we shall offer you full repayment of your course fee.

This cancellation policy can also be found on the website:

<https://courtauld.ac.uk/learn/short-courses-2022>

Insurance

Unforeseen circumstances may force you to curtail or cancel your course. We strongly recommend that you take out insurance to cover expenses for travel and accommodation, should you have to cancel.

Unless your country of residence has a reciprocal arrangement with the UK that entitles you to free medical care, we urge you also to take out medical insurance to cover you during your visit to London.

Accommodation

Summer School courses are non-residential but you may need accommodation while in London. Our Duchy House student accommodation, near Somerset House, will be available to short courses attendees during the Summer School period 2022 subject to no restrictions imposed related to COVID.

To check availability, or to make a booking please contact

duchy.helpdesk@courtauld.ac.uk

or contact our Residential and Room Booking Officer: +44 (0)20 3947 7595 between the hours of 09:30 and 17:00 Monday to Friday from 10 January 2022 onwards.

We are unable to recommend lodgings elsewhere, but can tell you that external student accommodation near Vernon Square includes:

Garden Halls - in the heart of Bloomsbury, behind the Brunswick Centre, a 13-minute walk to Vernon Square. Please follow the link below for more information about the Garden Halls.

<https://halls.london.ac.uk/the-gardens>

Urbanest halls of residence - at Canal Reach, King's Cross, en-suite rooms with access to a shared kitchen and living area. The halls are located near King's Cross/St Pancras International and Granary Square, and are a c. 20-minute walk away from Vernon Square.

<https://uk.urbanest.com/locations/kings-cross/>

For information and to book, contact urbanest.com/kingscross, tel: +44(0)20 7042 7890, email: bookings@urbanest.co.uk

The Elizabeth Croll House halls of residence - behind our Vernon Square Campus. They are bookable for short stays from 2 weeks, and are run by Unite Student Union. For further information, conditions and how to book, see <https://www.unitestudents.com/london/elizabeth-croll-house>

Advice for Students with Reduced Mobility

The Campus at Vernon Square

Vernon Square is an impressive building that has always served as an educational setting. It was built as a school by the London City Council in the early twentieth century and has more recently served SOAS, University of London as a second campus.

The building offers two large lecture theatres, and nine spacious and airy seminar rooms on the first and second floors, and a reception space and open-air terrace on the top floor. It is fully accessible, with step-free entry, single-level flooring, disabled toilets, lift access to all rooms, and free on-site parking for blue badge holders.

Please bear in mind that all Spring, Autumn and Summer School courses on campus include visits to museums, galleries and other sites within London, its surroundings or nearby cities and therefore a certain degree of physical activity. Likewise, all Study Tours in person require a fair amount of walking and getting around towns and sites, in some circumstances on uneven or otherwise difficult terrain. **If you have any doubts whether a particular course or tour is suitable for you, please contact us for further information.**

Language requirements

All Short Courses teaching is conducted in English. A good command of the language is necessary to follow the lectures, seminars and visits and to benefit from written course materials.

Learning Resources

Most Short Courses students have their own dedicated space on our Virtual Learning Environment (VLE). The VLE will contain a range of learning resources, such as reading lists, glossaries and historical summaries, selected texts for advance or future reading,

and lists of useful websites. The quantity and nature of this material will vary from tutor to tutor and we cannot foresee what will be available for each course. Many tutors will upload powerpoints of their talks, but others may not wish to, or may not be able to provide these owing to copyright issues with some images and/or the unpublished nature of ongoing research. For these reasons we also ask students not to use recording devices.

Catering

For day-time courses held on campus, morning and afternoon tea and coffee will be provided free of charge, if you are in the Institute. In addition, sandwiches, fruit and snacks can be bought from our in-house caterer, or you may wish to bring a packed lunch and eat on our terrace. There are a large number of independent and chain sandwich/snack bars and in and around both King's Cross/St Pancras and Angel stations, as well as several more sophisticated eateries. You will be given some suggestions of where to eat in your course pack on arrival, and information is also contained in the Vernon Square leaflet sent with this brochure.

Certificates

Any student who attends either four Summer School courses in one year or six courses over three years is eligible for a Short Courses Certificate, signed by the Director. Certificates are made out in September after Summer School and will be posted to your home address. If you would like us to mark your achievement in this way, please send a note – by e-mail or in person – to Jackie Sullivan at short.courses@courtauld.ac.uk by 1 September, with details of the courses you have attended.

Protecting Your Data

The Courtauld Institute of Art, London processes data in accordance with the EU General Data Protection Regulation. The personal information that you provide on these forms will be processed for purposes connected to the legitimate business of the University and may be transferred between the University departments. For more information, please see our Privacy Policy at <https://courtauld.ac.uk/privacy-policy>

Fees and booking

Any income generated by the Short Courses is used to support the work of The Courtauld in order to advance the study of art history and conservation. All courses include expert tuition and extensive course materials.

Spring and Autumn Courses online

The fee for five-day or 5-week online courses in the programmes Variations on a Theme; Media, Materials and Methods – Case Studies in Context; and Making Sense of...in the Spring and Autumn is £195. There is an additional fee of £45 for optional Saturday visits where these are offered.

The course fee for Spring and Autumn online courses includes

- Five pre-recorded one-hour lectures for all *Making Sense of...* and *Variations on a Theme* courses, and ten pre-recorded one-hour lecture for *An Introduction to Art History*. Lectures are delivered to students two weeks before the first discussion session, and four weeks for *An Introduction to Art History*.
- A live Zoom seminar in the afternoons, depending on student numbers in two groups at 14:00 and at 16:00, and at 18:00 and 19:30 [London time] for the evening online courses *Making Sense of Ideas on Art* (Spring) and *Abstraction* (Autumn). Optional museum and gallery visits take place on Saturdays, from 10:00-13:00.
- A social 'icebreaker' session, usually on the Wednesday before your first Zoom seminar, to meet your tutor and classmates. We teach in small groups to facilitate discussion.
- Pre-course reading materials, handouts, further reading suggestions, student-to-tutor and peer-to-peer discussion forums on the VLE

Spring and Autumn Courses on campus

The fee for 3-day courses on campus is £350, and £465 for intensive courses over 4 days, or evening study over 5 weeks with an integral Saturday morning visit.

The course fee for Spring and Autumn on campus courses includes:

- For day-time courses: morning class-room sessions from 10:00-13:00, with a mid-morning refreshment break. Afternoon class visits to appropriate museums, galleries, and other sites, c. 14:30-c.16:30. The Courtauld absorbs entry costs for these visits, where relevant.
- One free admission to the Courtauld Gallery, over and above teaching sessions in the Gallery, where relevant
- Extensive course materials on the Virtual Learning Environment [VLE]
- Reference access to The Courtauld library during the course, and in the nearest vacation period.

Summer School online and on campus

The fee for each online course in the Summer School is £395, and £585 for each on campus course.

Summer School online includes

- Ten one-hour pre-recorded lectures normally sent four weeks (and exceptionally at least 3 weeks) before the start of live Zoom seminars during the course week
- Five live Zoom seminars; one on each afternoon for the course week at 14:00
- A social 'icebreaker' session in the week before the first Zoom seminar
- Opportunities for communication with fellow students and your tutor(s) on two VLE forums
- Extensive course reading and handout materials on the VLE, including suggestions for further self-directed study

Summer School on campus includes

- Morning classroom sessions from 10:00-13:00, with a mid-morning refreshment break
- Afternoon class visits c. 14:30- c.16:30. The Courtauld absorbs all costs for entry to museums and galleries, temporary exhibitions and print rooms, where relevant.
- A Monday soft drinks reception and guided tours to aspects of the Gallery at Somerset House
- Inductions to the Courtauld library
- A Thursday late afternoon framework event followed by a drinks reception, one of which takes place in the Courtauld Gallery. You may come to all events across the 4 weeks, and bring one guest.
- Extensive course reading and handout materials and suggestions for further self-directed study on the VLE
- One free admission to The Courtauld Gallery, over and above teaching sessions in the Gallery, where relevant
- Reference access to The Courtauld library during Summer School and the nearest vacation period.

Study Tours online

The fee for all courses in the programme Study Tours Online is £145, and £290 for the tour *Paris and the Russian Avant-garde* with a day in Paris.

The course fee for online Study Tours includes

- Four one-hour pre-recorded lectures provided two weeks in advance of the live Zoom week-end seminars and discussions
- Two extended week-end seminars, on the Saturday and Sunday of the course, at 14:00, and depending on student numbers, also at 16:00
- Extensive course materials on the VLE
- Opportunities for communication with your fellow students and tutor(s) on two discussion forums on the VLE
- The optional visit to Paris includes access to the famous artists' residence *La Ruche* and a guided tour of the exhibition *The Morozov Collection: Icons of Modern Art* at

the Fondation Louis Vuitton. Travel to, and accommodation in Paris are not included; participants are free to make their own arrangements.

Study Tours in person

The fee for the 3-day tour to Munich and surroundings is £435 and for the 4-day tour to the Castle of Bracciano and nearby Rome is £585. N.B. Travel to and from the primary destination of the tour, and accommodation, are not included in the course fee; participants are free to make their own arrangements.

The Munich course fees include:

- Expert guidance by two course leaders
- Entry fees to relevant Munich collections
- An excursion to the beautiful Bavarian countryside and all relevant entry fees
- An introductory recorded course lecture, delivered two weeks before the start of the tour
- Extensive course materials on the VLE

The Castle of Bracciano/Rome course fees include:

- Expert tuition by the Castle curator
- Free access to the 18 rooms in the public wing of the museum; one room exclusively reserved for Courtauld participants as a class-room, exclusive access also to an open air Renaissance loggia. One lesson to be held in the private wing of the Odescalchi apartment.
- Coffee breaks in the Castle
- All museum and gallery entry fees in Rome, train travel to Rome from Bracciano, audio guides where relevant

How to Book and Payment of Fees

Full payment is due at the time of booking; we strongly advise booking early as our courses are very popular. Our short courses and tours make an unusual and memorable Christmas or birthday present, and gift vouchers are available on request.

How to book:

For all ONLINE courses please book via the Fees and Booking page for each course on the website. You will be directed to a booking form, and when you have completed it, to a link to make payments via the secure “Flywire” payment system.

For all ON CAMPUS courses and for the in person Study Tours (including the optional day trip to Paris for the online Paris tour)

- Please complete a booking form via the website to request a place, subject to availability. You should then receive an automatic notification that your request has been received.

- We shall let you know by email (from short.courses@courtauld.ac.uk) whether a place is available on your chosen course and, if so, we shall send you a link to the Flywire payment system so that you can pay in order to confirm the booking.

Important notice: We are aware of an ongoing issue for Gmail account users. If you are using a Gmail address you may find that emails from The Courtauld are not always recognised and may go to your spam folder. You may therefore need to check and release emails; and enable The Courtauld in your filter settings/mark emails from The Courtauld as genuine and not spam.