Terms and Conditions

CANCELLATION POLICY

If you change your mind within 14 days of booking, you may cancel with a full refund. A full refund will also be given for all cancellations received by 4 weeks before the start of a course. Less than 4, but more than 2 weeks before the start of a course, a refund of 50% of the course fee applies. No refund can be given within 2 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 4-6 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 (please note that your access will be visible to us). 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/short-courses-2023/terms-and-conditions/

Protecting Your Data

The Courtauld Institute of Art, London processes data in accordance with the UK General Data Protection Regulation. The personal information that you provide on these forms will be processed for purposes of providing you with the courses you have selected 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.

Showcasing Art History online

The fees are:

Autumn Term	£195
Spring Term	£195
Summer Term	£95
Autumn and Spring	£365
Autumn and Summer	£272.50
Spring and Summer	£272.50
Full Year	£455

You can opt to attend these lectures either on campus or online. If you attend on campus and have to miss one or more lectures, please send us an email requesting a recording of the relevant lecture(s) (for one week).

On-campus course delivery: lectures are at our Vernon Square campus at 19:00, followed by discussion and drinks, pre-course and further reading, and handout materials on our Virtual Learning Environment.

Online course delivery: this online lecture series consists of pre-recorded lectures, released weekly over 10 weeks (Autumn and Spring terms) or 5 weeks (Summer term), and each lecture viewable for a fortnight; pre-course and further reading, handout materials and a discussion forum on our Virtual Learning Environment; live Q&As for each lecture, delivered via Zoom on Wednesdays at 20:00 (London time).

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.

Advice for Students with Reduced Mobility

The Campus at Vernon Square

Vernon Square 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 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.

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, and for online courses, lecture and seminar recordings. The nature and quantity of this material will vary from tutor to tutor and we cannot foresee what will be available for each course. Most tutors will upload pdfs of presentation PowerPoints, but others 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. Learning resources will remain available on the VLE until one month after the end of your course.