

## DESIGNER BOOKBINDERS MASTERCLASSES: Terms & Conditions

1: Bookings are made by paying the full, relevant fee by cheque or credit/debit card to Wendy Hood:

e-mail: [secretary@designerbookbinders.org.uk](mailto:secretary@designerbookbinders.org.uk)

Tel: 01225 342793.

Full payment must be made at least 4 weeks before a Masterclass is scheduled to run.

2: Fees do not include material costs which are extra and payable on the day.

3: Each Masterclass requires a minimum of 4 enrolled students. Students will receive confirmation that the minimum number has been reached at least 4 weeks before the Masterclass is due to run (*students are advised not to organise travel and accommodation until they receive this final confirmation*). A full refund of fees will be made if the organisers decide to cancel a Masterclass due to insufficient enrolments.

4: Students giving notice of cancellation, provided it is received 4 or more weeks before a class is due to run, will receive a 50 percent refund of fees. When less than 4 weeks' notice of cancellation is given, refunds are at the discretion of the organisers.

5: If a Masterclass is cancelled due to unforeseen circumstances (extreme weather, industrial action, tutor illness etc) a place on a rescheduled date will be offered or a full refund given.

6: Students will receive further information on the venue and a list of equipment and materials they should bring along, 2-3 weeks before a class is scheduled to run.

7: Designer Bookbinders, the organisers, Masterclass tutors and owners or landlords of Masterclass venues cannot be held liable for the loss, damage or theft of participants' personal property or for personal injuries or any consequential losses.

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