

# Weekend Courses and Creative Writing Retreats

## Booking Procedures and Terms & Conditions

### Student requirements, commitment and attendance

#### Eligibility

Our weekend courses are open to participants over the age of 18. Courses are taught at approximately first-year undergraduate level. No academic qualifications are required and most courses are suitable for learners who are new to the subject. Please ensure that you complete any required reading listed in your course materials before the course starts to enable you to fully participate and get the maximum enjoyment out of your course.

#### Language requirements

To get the maximum benefit from studying with us if your first language is not English, you will need to be confident understanding and following discussions presented in written and spoken English at University level and will need to satisfy yourself that you have the appropriate level of English language proficiency. As a guide, we would suggest you need near-native command of the language, with levels around IELTS 6.5 or TOEFL iBT 92. Please contact us if you are unsure.

#### Student Charter

University of Cambridge Professional and Continuing Education is committed to excellence in adult education and to facilitating an open and inclusive academic learning environment. The student charter demonstrates the shared commitment between ourselves and our students.

We commit to the [Student Charter](#) and expect the same undertaking from our students.

#### Student Disciplinary Procedures

Disciplinary proceedings may be brought against a student who is suspected of having acted or behaved in a manner which unreasonably interferes with the functioning or activities of PACE, or of those who work or study at PACE, or which otherwise damages PACE or its reputation. The following is a non-exhaustive list of examples:

- a) The disruption or attempted disruption of the teaching or administration of the Institute's work or aggressive or harassing behaviour, either physical or verbal, towards any student, or person, such as a Tutor, acting on behalf of PACE.
- b) The abuse of alcohol or drugs on any premises where PACE courses are held, including transport and residential components of field trips or excursions.
- c) The theft, damage or defacing of any of the Institute's property or any property on premises where PACE courses are held.
- d) Other behaviour inconsistent with the University of Cambridge's Rules of Behaviour (where applicable) which can be found on the [Office of Student Conduct's](#) website.

In the case of alleged serious misconduct, PACE, through its officers, reserves the right to suspend a student immediately from the programme or course and to exclude them from the premises of PACE (whether the permanent premises at Madingley Hall or teaching accommodation elsewhere in the University of Cambridge or externally).

## **No-Recording Policy**

Audio or video recording of any aspect of the course delivery is prohibited.

In the event that you have additional requirements which have been disclosed to us and the professionally recommended academic support includes recording the session, permission may be granted to record the course delivery for personal study use only.

You must store the recordings securely (e.g. password protected) and must not share them with any third party. Neither may the tutor's material be photographed without his/her full consent. Tutors who wish to do so, may share copies of teaching slides solely for the use of class members, but tutors are not required to share teaching materials (beyond the course materials provided for every course). Course members should not be photographed without their express consent.

## **Student support**

### **Student support and welfare**

We welcome learners of all backgrounds and abilities and are committed to providing learners with disabilities and/or medical conditions equal opportunities and access to their chosen course of study.

We are committed to developing an inclusive learning and teaching environment and will seek to make reasonable adjustments where possible to enable learners to reach their full potential whilst studying with us.

Please let us know about any support requirements when booking so that we can work to support you.

### **Additional resources and information**

The following support services are also available:

<https://www.studentsupport.cam.ac.uk/resources-and-information>

## **Bookings**

### **Booking deadlines**

Bookings close 5 days before the start of the course. In some cases, we may accommodate late bookings if a course has available spaces. When the booking deadline has reached, please contact us on [intenq@pace.cam.ac.uk](mailto:intenq@pace.cam.ac.uk) to enquire about late bookings.

### **Late bookings**

Whilst we accept late bookings, for sustainability reasons we cannot always accommodate complex dietary/allergen or other additional support requirements for any bookings received or any dietary/additional support requirements notified after the booking deadline. Please consider this if

you are asking to book after the deadline and have special dietary or additional support requirements.

### **Course allocation**

If your preferred course is full at the time of booking, you can add yourself to a waiting list. You will be notified, by email, if a place becomes available.

### **Course cancellation by PACE**

Whilst every effort is made to avoid changes to our programme, the University of Cambridge Professional and Continuing Education (PACE) reserves the right to withdraw any course. In such circumstances, we will endeavour to provide a substitute of equal standing. Should a course have to be cancelled due to very low enrolment, or last-minute unforeseen circumstances, any participant enrolled on that course will be contacted immediately, and, if possible, an alternative course place arranged. If an alternative course cannot be provided, participants will be refunded any payments already made.

Except in the case of cancellation by PACE, course places cannot be transferred to other people or to an alternative weekend. If you are no longer able to take up your place, please send an email to [intenq@pace.cam.ac.uk](mailto:intenq@pace.cam.ac.uk)

## **Fees and payments**

### **Payment policy**

- Our preferred payment method is credit/debit card through your PACE account, via our secure online booking system. Unfortunately, we are unable to accept cheques or Amex.
- A registration fee, calculated as 15% of the full fees (tuition and accommodation where applicable) applies to all courses.
- Where applicable, concessions are applied on tuition fees before the registration fee is paid.
- Fees must be paid in full 14 days before the course start date.
- Fees must be paid in full for bookings received less than 14 days before the course start date.

### **Cancellations and refunds policy**

- To cancel a course booking, you must inform us by emailing [intenq@pace.cam.ac.uk](mailto:intenq@pace.cam.ac.uk) and clearly state your intention to cancel your booking. To meet the cancellation deadline, it is sufficient for you to communicate your right to cancel before the cancellation period has expired.
- You may cancel your course booking at any time. However, should you cancel for any reason (including illness or changes in plans) after the 14-day cancellation period has expired, the standard PACE course cancellation policy (as specified below) will apply. Please be aware that in these circumstances you would not be entitled to a refund, or to a course transfer.

Please note: Cancellations due to an unsuccessful visa application are not eligible for a refund.

Cancellations received within 14 days of booking your place on the course	Full refund*
Cancellations received after the 14-day cancellation period and earlier than 14 days before the start date of the course	Refund (minus the 15% registration fee)
Cancellations received after the 14-day cancellation period and later than 14 days before the start date of the course	No refund

\* Fees refunded as part of the Cancellation Terms and Conditions *can* be transferred to another course of the same type by emailing [intenq@pace.cam.ac.uk](mailto:intenq@pace.cam.ac.uk)

## Concessions

We offer a range of concessions for our Weekend Courses:

**Benefits concession:** 25% reduction of weekend tuition fee

- Applicable to recipients of a UK state benefit
- UK benefits may include Universal Credit, Job Seekers Allowance, Income Support, Housing Benefit, Employment and Support Allowance, Personal Independence Payment, Disability Living Allowance, Carer's Allowance or Attendance Allowance, or Pension Credit

**School concession:** 25% reduction of weekend tuition fee

- Applicable to staff who hold a contract of employment in any school or further education institution

**Cambridge Alumni (CAMCard) concession:** 10% reduction of weekend tuition fee for Cambridge University alumni.

- To benefit from this concession, you must have confirmed alumni status of the University of Cambridge and be a CAMCard holder

**University of Cambridge staff concession:** 25% reduction of weekend tuition fee

- Applicable to employees who hold a contract of employment with the University or one of its Colleges

Apply by placing your booking and enter the required information and proof (document upload) when requested. If you are applying for the Benefits Concession, you must be in receipt of the benefit at the time of booking and documents must be dated within the last 12 months.

Please be aware that a concession cannot be used in conjunction with any other concessions or bursaries, apart from the PACE Open Access Bursary or the Early Bird Concession.

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