



Part 4: Terms and conditions

1. Introduction

These Terms and Conditions govern the participation in a Continuing Professional Development (CPD) short course ("Course") offered by The London School of Architecture ("Provider"). By registering for and participating in the Course, you ("Participant") agree to comply with and be bound by these Terms and Conditions.

2. Course registration

- 2.1. Eligibility: By registering for this course, participants agree that they meet the eligibility based on the format and objectives outlined in the course description.
- 2.2. Registration process: Participants must pay the applicable fees to secure a place in the Course.
- 2.3. Confirmation: Registration is confirmed upon receipt of the full payment of fees unless otherwise agreed by the Provider. A confirmation email will be sent to the Participant.

3. Fees and payment

- 3.1. Course fees: The Course fees are as stated on the Provider's website or marketing materials.
- 3.2. Payment terms: Full payment is due at the time of registration unless otherwise agreed by the Provider. Payment can be made via bank transfer or credit card.
- 3.3. Late payments: Late payments may incur additional fees or result in cancellation of the Participant's registration.

4. Cancellation and refunds

- 4.1. Cancellation by participant: Participants may cancel their registration by providing written notice to the Provider.
- 4.2. Cancellation Fees:

- More than 30 days before the Course start date: 50% refund
- More than 15 days before the Course start date: 25% refund
- Less than or equal to 15 days before the Course start date: No refund

4.3. Cancellation by provider: The Provider reserves the right to cancel the Course due to insufficient enrollment or other unforeseen circumstances. In such cases, Participants will receive a full refund of the Course fees.

4.4. Non-attendance: Failure to attend the Course will be considered a cancellation by the Participant, and no refund will be provided.

5. Course changes

5.1. Rescheduling: The Provider reserves the right to reschedule the Course dates. Participants will be notified of any changes as soon as possible.

5.2. Course Content: The Provider may modify the Course content and materials to ensure the best possible learning experience.

6. Participation and conduct

6.1. Attendance: Participants are expected to attend all sessions of the Course.

6.2. Conduct: Participants are expected to conduct themselves professionally and respectfully throughout the Course. The Provider reserves the right to remove any Participant who disrupts the Course or behaves inappropriately.

7. Intellectual property

7.1. Course Materials: All Course materials provided by the Provider are for the Participant's personal use only. Participants may not reproduce, distribute, or share these materials without prior written permission from the Provider.

7.2. Access to Course Materials: Participants will have access to all Course materials for the duration of the Course and for 30 days after the completion of the Course, unless otherwise agreed by the Provider.

7.3. Trademarks: Any trademarks, logos, or service marks displayed during the Course are the property of their respective owners.

8. Liability

- 8.1. Limitation of liability: The Provider's liability for any direct or indirect loss or damage arising from participation in the Course is limited to the amount of the Course fees paid by the Participant.
- 8.2. Indemnity: Participants agree to indemnify and hold harmless the Provider against any claims, damages, or expenses arising from their participation in the Course.

9. Data protection

- 9.1. Personal data: The Provider will collect and process personal data in accordance with applicable data protection laws and the Provider's Privacy Policy.
- 9.2. Use of data: Personal data will be used for the administration of the Course, communication with Participants, and issuance of certificates.

10. Governing law

These Terms and Conditions are governed by and construed in accordance with the laws of England and Wales. Any disputes arising from these Terms and Conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

11. Contact information

For any questions or concerns regarding these terms and conditions, please contact part4@the-isa.org.

By registering for and participating in a Course, you acknowledge that you have read, understood, and agree to these Terms and Conditions.