



## **FOR COURSES ON THE CREATIVE WRITING PROGRAMME**

(For NWS courses and events see below)

Effective for anyone enrolling on the Creative Writing Programme, Autobiography and Life Writing Programme, Dramatic Writing Programme, Advanced Writing Workshops, Writing Poetry or Advanced Poetry Workshops at New Writing South on or after 30 September 2019.

These terms and conditions, together with the Creative Writing Programme Handbook, set out the terms that apply between Creative Writing Programme (“CWP” or “we” or “our”) and any person (“you” or “your”) enrolled on a programme of study (the “Programme”). These terms and conditions will apply from the day you enrol on the Programme and will continue to apply for as long as you remain enrolled onto the Programme unless terminated earlier as permitted below.

### **Programme Handbooks:**

Your Programme Handbook will be given to you when you start the Programme. It will include, amongst other information, full details of your Programme structure and content, and learning, teaching and assessment methods.

The most up-to-date information for your Programme will be found prior to your enrolment on CWP website: [www.creativewritingprogramme.org.uk](http://www.creativewritingprogramme.org.uk)

### **Changes to the Programme:**

CWP reserves the right to make changes to the structure of the Programme, to dates, times and locations of courses and to withdraw a tutor if it deems these changes necessary.

### **Enrolment:**

To enrol on the Programme you must pay a non-refundable deposit of:

- £100 for the Creative Writing Programme, or the Autobiography and Life Writing Programme; or
- £50 for Advanced Writing Workshops, Dramatic Writing Programme, Writing Poetry and Advanced Writing Poetry.

### **Fees:**

Course fees for the year can be paid in full, in advance, by 1 September 2019 or by instalments. You will be charged a non-refundable administration fee to join an instalment plan which is payable at the time of booking.

**Payment by Instalment:**

You can either join a 9 Month Payment Plan: 9 equal monthly instalments commencing July 2019 or a 6 Month Payment Plan: 6 equal monthly instalments commencing October 2019.

Payment Plans are set up using the GoCardless Direct Debit scheme. This scheme is fully protected by the Direct Debit Guarantee.

If a payment is declined or is left outstanding, the full balance of your course fees will be payable immediately. Additional administration charges will be incurred for declined transactions.

The Creative Writing Programme is delivered in partnership with New Writing South (“NWS”) and any queries over financial transactions and payment of fees should be sent to [accounts@newwritingsouth.com](mailto:accounts@newwritingsouth.com)

CWP and NWS reserve the right to refuse to offer any course or payment plan.

**Bursaries:**

If you are in receipt of a bursary NWS may set up a personalised payment plan for you.

**Your Right to Cancel:**

You can cancel your place on the Programme any time before 1 September 2019 by contacting Steve at New Writing South at [cwp@newwritingsouth.com](mailto:cwp@newwritingsouth.com). You will be entitled to a full refund less your deposit and administration fee if charged.

You can cancel your place on the Programme between 1 September 2019 and the end of the 21 day cooling off period, which begins on the first day of your first term, by contacting the Creative Writing Programme Director, Mark Slater, at [mark.slater@creativewritingprogramme.org.uk](mailto:mark.slater@creativewritingprogramme.org.uk). You will be entitled to a full refund less your deposit and administration fee if charged.

If you cancel your place after the 21 day cooling off period you will be liable for the full course fees for the year.

**Equality and Inclusion:**

If you have a disability or a long term health condition, we encourage you to disclose the relevant information as early as possible to enable us to discuss support arrangements with you.

**Copyright and Intellectual Property Rights:**

You retain copyright in all work you create while enrolled on the Programme. CWP and NWS make no claim of ownership of intellectual property created by you but retains the right to use your work for educational and/or promotional purposes through license agreements with your permission.

**Lost work:**

CWP will not be responsible for any work of individual writers that is lost in the post or that is lost by tutors during the reviews of submitted work. All writers on the programme are strongly advised to keep copies of all work submitted to the programme on the hard drive of their own computers.

**Termination:**

CWP reserves the right to refuse enrolment on any Programme to any individual who the director of the programme or any of its tutors feel might be a disruptive influence on other people's experience of the Programme.

CWP reserves the right to withdraw any individual from the Creative Writing Programme who the director of the programme feels is being a disruptive influence on a class or is being abusive to a tutor or any other individual enrolled on any Programme.

CWP reserves the right to refuse access to the forum to any individual who does not abide by the stated protocols for the use of the forum identified on the forum webpage.

**Disclaimer:**

The Creative Writing Programme is an educational programme and as such does not guarantee that taking the Creative Writing Programme or any of its associated courses will lead to a writer's work being published.

**FOR ALL NEW WRITING SOUTH WORKSHOPS AND EVENTS** (excluding any course on the Creative Writing Programme)

**Cancellations and Refunds:**

Cancellations will be accepted up to fourteen days before a workshop session or course begins. If we receive your cancellation prior to fourteen days in advance of the workshop or event starting, the cost will be refunded less a 30% administration charge.

Cancellations received within fourteen days prior to the workshop/event commencing are non-refundable.

We will endeavour to resell your place if the workshop/event is full. There will be an administration fee of £20 for this facility, which will be deducted before any refund.

**Confirmation of your booking:**

Your booking will only be confirmed once we have received full payment.

If the course or workshop you want to take part in is full you will be put on a waiting list.

You will not be charged until your place is confirmed.

**Other:**

Given the high demand for places on our courses, places are limited and we cannot guarantee that places will always be available.

New Writing South reserves the right to make changes to the advertised programme. We will endeavour to replace tutors with someone equally experienced and appropriate.

New Writing South reserves the right to exclude any participant who is disruptive or abusive at their discretion.

Please note these terms and conditions do not apply to courses and events booked via third party sites.

## **GENERAL**

### **1. ACCEPTANCE OF TERMS**

Your access to and use of ("the Website") and any Services referred to in Clause 2, is subject exclusively to these Terms and Conditions. You will not use the Website for any purpose that is unlawful or prohibited by these Terms and Conditions. By using the Website you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using this Website.

We reserve the right to update or amend these Terms and Conditions at any time and your continued use of the Website following any changes shall be deemed to be your acceptance of such change. It is therefore your responsibility to check the Terms and Conditions regularly for any changes.

### **2. THE SERVICES**

The Website may provide communication tools such as email, bulletin boards, chat areas, news groups, forums and/or other message or communication facilities ("the Services") designed to enable you to communicate with others. Unless stated otherwise the Services are for your personal and non-commercial use only.

### **3. CHILD SUPERVISION**

We are concerned about the safety and privacy of our users, particularly children. Parents who wish to allow their children access to and use of the Website/Services should supervise such access and use. By allowing your child access to the Services you are allowing your child access to all of the Services, including email, bulletin boards, chat areas, news groups, forums and/or other message or communication facilities. It is therefore your responsibility to determine which Services are appropriate for your child. Always use caution when revealing personally identifiable information about yourself or your children via any of the Services.

### **4. PRIVACY POLICY**

We are committed to responsible data management and subscribe to the principals of the data protection legislation in the United Kingdom. We are committed to maintaining the privacy of our users and maintaining the security of any personal information received from you. If you register for any of the Services you will be asked to provide basic personal information. The information provided by you is not available for sale or use by third parties. The information is used solely for notifying you of changes or updates to the Website/Services.

## **5. USER ACCOUNT, PASSWORD AND SECURITY**

If a particular Service requires you to open an account you will be required to complete the registration process by providing certain information and registering a username and password for use with that Service. You are responsible for maintaining the confidentiality of the username and password and also for all activities which take place under your account. You agree to immediately notify us of any unauthorised use of your password or account or any other breach of security. In no event will ("the Website") be liable for any indirect or consequential loss or damage whatsoever resulting from the disclosure of your username and/or password. You may not use another person's account at any time, without the express permission of the account holder.

## **6. ACCEPTABLE USE**

You acknowledge that all information, text, graphics, logos, photographs, images, moving images, sound, illustrations and other materials ("the Content"), whether posted publicly or transmitted privately, are the sole responsibility of the person from whom such Content originated. We do not control or endorse the Content and cannot guarantee the accuracy, integrity or quality of such Content and you acknowledge that by using the Services you may be exposed to Content that is offensive and/or indecent. ("the Website") will not be liable in any way for any Content or for any loss or damage of any kind resulting from the use of any Content transmitted via the Services and you agree to bear all risks associated with the use of any Content, including any reliance on the accuracy or completeness of such Content.

In using the Website/Services you agree not to:

- use the Services to send junk email, spam, chain letters, pyramid schemes or any other unsolicited messages, commercial or otherwise;
- post, publish, distribute or disseminate material or information that is defamatory, infringing, obscene, indecent, threatening, abusive, harassing or unlawful;
- post, publish, distribute or disseminate material or information that incites discrimination, hate or violence towards any person or group on account of their race, religion, disability, nationality or otherwise;
- threaten, abuse, disrupt, stalk or otherwise violate the legal rights (including rights of privacy and publicity) of others;
- use any information or material in any manner that infringes any copyright, trademark, patent or other proprietary right of any party;
- make available or upload files that contain a virus, worm, trojan or corrupt data that may damage the operation of the computer or property of another;
- collect or store personal information about others, including email addresses;
- advertise or offer to buy or sell goods or services for any commercial purpose, unless such communication facility specifically allows such messages;
- impersonate any person or entity for the purpose of misleading others;
- violate any applicable laws or regulations;
- use the Website/Services in any manner that could damage, disable, overburden or impair the Website/Services or interfere with any other party's use and enjoyment of the Website/Services;
- post, publish, distribute or disseminate material or information that you do not have a right to transmit under any law or under contractual or fiduciary relationships (such as inside information or confidential information disclosed in the course of employment or under a

confidentiality agreement);

- attempt to gain unauthorised access to any of the Services, other accounts, computer systems or networks connected to the Website/Services through hacking, password mining or any other means.

We have no obligation to monitor the Services but shall be entitled to review materials posted to a communications facility and, at our sole discretion, to remove any material that breaches these Terms and Conditions or is otherwise objectionable.

## **7. TERMINATION**

We have the right to terminate your access to any or all of the Services at any time, without notice, for any reason, including without limitation, breach of these Terms and Conditions. We may also at any time, at our sole discretion, discontinue the Website/Services or any part thereof without prior notice and you agree that we shall not be liable to you or any third party for any termination of your access to the Website/Services

## **8. LINKS TO THIRD PARTY WEBSITES**

The Website/Services may include links to third party websites that are controlled and maintained by others. Any link to other websites is not an endorsement of such websites and you acknowledge and agree that ("the Website") is not responsible for the content or availability of any such sites.

## **9. INTERNATIONAL USE**

You agree to comply with all applicable laws regarding the transmission of technical data exported from the United Kingdom or the country in which you reside (if different) and with all local laws and rules regarding acceptable use of and conduct on the Internet.

## **10. INTELLECTUAL PROPERTY RIGHTS**

The Website and its content (including without limitation the Website design, text, graphics and all software and source codes connected with the Website and the Services) are protected by copyright, trade marks, patents and other intellectual property rights and laws. In accessing the Website you agree that you will access the contents solely for your personal, non-commercial use. None of the content may be downloaded, copied, reproduced, transmitted, stored, sold or distributed without the prior written consent of the copyright holder. This excludes the downloading, copying and/or printing of pages of the Website for personal, non-commercial home use only.

("the Website") does not claim ownership of any materials you post, upload or submit to any publicly accessible area of the Services. However, by doing so you are granting us a world-wide, royalty free, non-exclusive licence to copy, distribute, transmit, reproduce, publicly display, edit, translate or publish such Content for as long as you elect to display such Content via the Services. The licence shall be terminated when such Content is deleted from the Services.

## **11. INDEMNITY**

You agree to indemnify and hold ("the Website") harmless from and against any breach by you of these Terms and Conditions and any claim or demand brought against [www.creativewritingprogramme.org.uk](http://www.creativewritingprogramme.org.uk) or [www.newwritingsouth.com](http://www.newwritingsouth.com) by any third party arising out of your use of the Services and/or any Content submitted, posted or transmitted through the Services, including without limitation, all claims, actions, proceedings, losses, liabilities, damages, costs, expenses (including reasonable legal costs and expenses) howsoever suffered or incurred by [www.creativewritingprogramme.org.uk](http://www.creativewritingprogramme.org.uk) or [www.newwritingsouth.com](http://www.newwritingsouth.com) in consequence of your breach of these Terms and Conditions.

## **12. DISCLAIMERS AND LIMITATION OF LIABILITY**

Use of the Website/Services is at your own risk. The Website/Services are provided on an "AS IS" and "AS AVAILABLE" basis without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy.

To the extent permitted by law, ("the Website") will not be liable for any indirect or consequential loss or damage whatsoever (including without limitation loss of business, opportunity, data, profits) arising out of or in connection with the use of the Website/Services.

("the Website") makes no warranty that the Website/Services will meet your requirements, that Content will be accurate or reliable, that the functionality of the Website/Services will be uninterrupted or error free, that defects will be corrected or that the Website/Services or the server that makes them available are free of viruses or anything else which may be harmful or destructive.

Nothing in these Terms and Conditions shall be construed so as to exclude or limit the liability of [www.creativewritingprogramme.org.uk](http://www.creativewritingprogramme.org.uk) or [www.newwritingsouth.com](http://www.newwritingsouth.com) for death or personal injury as a result of the negligence of ("the Website")

Nothing in these Terms and Conditions shall affect your statutory rights as a consumer.

## **13. SEVERANCE**

If any of these Terms and Conditions should be determined to be invalid, illegal or unenforceable for any reason by any court of competent jurisdiction then such Term or Condition shall be severed and the remaining Terms and Conditions shall survive and remain in full force and effect and continue to be binding and enforceable.

## **14. GOVERNING LAW**

These Terms and Conditions shall be governed by and construed in accordance with the law of England and you hereby submit to the exclusive jurisdiction of the English courts