

## **Terms & Conditions**

Before booking on any of Mountviews Short/Online courses please ensure you have read and understood these Terms and Conditions.

By booking a place on a course you confirm that you have read, understood and agree with the Terms and Conditions.

### **Fees:**

All course fees are non-refundable or transferable and must be paid in full before the start of a course.

### **Withdrawing for a Course:**

Once a place on the course has been accepted and fees have been processed, if you choose to withdraw your application notice must be received in writing;

- No later than 14 days before commencement of the course to receive a 90% refund.
- No later than 7 days before commencement of the course to receive a 66 % refund.
- After 7 days before the start date of the course no monies will be refunded and the full course fees will still apply.

### **Course cancellation;**

In some instances, due to circumstances beyond our control, we may need to cancel or postpone a course. In this event any course fees would be reimbursed, however Mountview cannot be held responsible for additional expenses incurred by the student. *These may include purchase of equipment, the cost of airfares, hotels or any other expenses incurred by the student.*

In the event of a course being cancelled once it has started a relevant % of course fees would be refunded to cover any training not taking place.

If a student chooses to leave a course before its completion full course fees would still apply.

### **Medical History and Safety**

Mountview is wholly committed to safety and wellbeing of all students on all courses of study. While you are not legally obliged to provide details of pre-existing medical conditions, if you are found to have an undisclosed condition which could compromise the safety of you, another student, or member of staff whilst on the course, your place on the course may be jeopardised.

Where you are taking part in an on-line course it is your responsibility to ensure;

- the working space is safe and appropriate to the course
- you are wearing suitable clothing (including appropriate footwear)
- where an existing or historical injury may risk causing further injury students should make staff aware and take responsibility for their own health and safety.

Mountview will thoroughly risk assess all exercises and training and cannot be held responsible for incidents or injuries caused by previous medical history or 'home' location during on-line classes.

### **Previous experience and qualifications**

Mountview Short Course are accessible to everyone and no audition is necessary. Due to the intensive nature of our courses fluency in the English language is essential.

### **Equipment and Space requirements for On-Line Courses**

All classes will be delivered through the 'ZOOM' platform. <https://zoom.us/>

*By signing up to Zoom you will be agreeing to the Zoom's terms and conditions. Please read them before agreeing.*

To get the most out of the course we would suggest you use a lap-top or desk-top computer rather than a phone. We would also suggest that you ensure you have a good secure access to Wi-Fi/Internet connection, before booking.

You will also need a suitable space in your home where you can participate in the classes/workshops. We would suggest this is a private space that will allow you to engage vocally and physically in the work.

For specific courses, particularly Musical Theatre we would suggest you may also need additional equipment – these may include including a good quality speaker/sound system and microphone (separate to computer) Full details will be sent in a course preparation letter after booking.