

The Warwick Summer Workshop in Economic Growth **Terms and conditions**

1. Applications

These terms and conditions apply to the enrolment of a participant on The Warwick Summer Workshop in Economic Growth (the "Workshop") and provision of such Workshop by the University of Warwick (the "University"). The University and the participant are bound by these terms and conditions upon acceptance by the University of an application for such enrolment. These terms and conditions form the entire agreement between the University and the participant with respect to the Workshop.

All applications to the University are applications for a place on the Workshop and are not applications for a place on a specific course.

Applications for enrolment on the Workshop must be made using the online application form. The University may, in its sole discretion, accept or reject such an application and notify the participant by email accordingly. In exceptional circumstances the University may accept paper applications. Acceptance or rejection of late applications may be notified to the participant by email. Admission decisions are made by the Workshop Scientific Committee in accordance with published Workshop admissions criteria and subject to availability. If information provided by the participant is found to be untruthful, the Economics events office reserves the right to reject an application or withdraw the acceptance of such application. All admission decisions are final. The payment of any sum to the University by or on behalf of the participant does not oblige the University to accept an application for enrolment.

Applications accepted on or before the admission deadline of 17th April 2015 will be given equal consideration for places on available courses

Applications received after the admission deadline of 17th April 2015 will be considered subject to availability of places

2. Payment terms

The fees payable by participants in respect of the Workshop are as set out on the Workshop website (the "Workshop Fees"). The participant is liable to the University for the Workshop fees. The Workshop fees are due in respect of the Workshop as a whole and not individual or specific Workshop courses. Full payment of Workshop fees allows applicants to participate in the Workshop but does not guarantee a place on a specific course.

If full payment of the Workshop fee has not been received by the University by the due date then the University may withdraw acceptance of the application for enrolment in the Workshop without further notice to the participant. If full payment of the Workshop fee has not been received before the Workshop start date, the University reserves the right to exclude the participant from the Workshop. The University will not accept liability for costs incurred by participants or any other person in connection with University's act of withdrawing acceptance of an application for enrolment or excluding a participant from the Workshop pursuant to this clause 2, including but not limited to cancellation or alteration of travel arrangements, accommodation reservations and other costs.

All payments of Workshop fees must be made in pounds sterling and are exclusive of VAT and other taxes where applicable. Any currency conversion costs or other charges incurred in connection with the payment of Workshop fees are to be paid in addition to the Workshop fees. No deduction from the Workshop fees for such costs or charges may be made.

3. Cancellations, postponement and non-attendance

The Workshop has minimum required attendance levels and the University reserves the right to cancel or postpone the Workshop if too few enrolments are received or due to circumstances beyond the University's control.

The University will endeavour to inform participants about cancellations or postponements where possible. The refund provisions set out in this clause 3 will apply to any participant that wishes to cancel their registration on the Workshop.

University also reserves the right to:

- Change or amend Workshop content
- Substitute Workshop faculty, including Workshop tutor
- Change the course venue

The University will not accept liability for costs incurred by participants or third parties as a result of the Workshop being cancelled or postponed. The University will not accept liability arising from any modification or amendment of the Workshop contents, faculty, venue, or timetables.

In the case that a participant wishes to cancel their enrolment, they must inform the University in writing. If sending such notice by letter or email participants are advised to keep evidence of the day it was sent.

Without prejudice to clause 4 below, if a participant wishes to cancel their registration for the Workshop, the following provisions apply:

- For such cancellations received by the University before 21st June 2015 75% of the Workshop Fee as paid less an application fee set out on the Workshop website.
- For cancellations received after 21st June 2015, no refund will be made.

The cancellation and refund provisions in this section 3 apply irrespective of when an application for enrolment is submitted.

4. Cancellation under Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (the 'Regulations')

4.1

In addition to the other terms and conditions specified herein the following cancellation terms shall apply where the participant is a consumer:

The participant has the right to cancel this contract within 14 days of booking without giving any reason

The cancellation period will expire after 14 days from the day of the conclusion of the contract

To exercise the right to cancel, the participant must inform the University, whose offices are located at University House, Kirby Corner Road, Coventry, CV4 8UW (Tel: +44 (0)24 76528089) ([Email: economics.events@warwick.ac.uk](mailto:economics.events@warwick.ac.uk)), of the decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or email). The Participant may use the [attached model cancellation form](#) in Schedule 1, but it is not obligatory

To meet the cancellation deadline, it is sufficient for the participant to send communication concerning their exercise of the right to cancel before the cancellation period has expired

4.2

Effect of cancellation:

If the participant cancels this contract, the University will reimburse all payments received from the participant in relation to the tuition fee for the Course, including the costs of delivery (except for the supplementary costs arising if the participant chose a type of delivery other than the least expensive type of standard delivery offered by the University)

The University will make the reimbursement without undue delay, and not later than 14 days after the day on which it is informed about the participant's decision to cancel this contract

The University will make the reimbursement using the same means of payment used by the participant for the initial transaction, unless the participant has expressly agreed otherwise; in any event, the participant will not incur any fees as a result of the reimbursement

If the participant requested to begin the performance of services during the cancellation period, the participant shall pay the University an amount which is in proportion to what has been performed until the participant has communicated to the University the cancellation of this contract, in comparison with the full coverage of the contract

For the avoidance of doubt, the rights available under this Clause 4 shall only apply where the Course fees are met and paid directly by the participant in their capacity as a 'Consumer' (as defined in the Regulations) and shall not apply where the Course fees are being met and/or paid by a Sponsor (by definition not being a Consumer)

5. Workshop material and services

Payment of the Workshop fees in accordance with these terms and conditions entitles the participant to benefit from the services announced in the Workshop advertisement and usually entitles the participant to benefit from access to all parts of the Workshop and the University facilities. Unless indicated otherwise, Workshop fees do not include travel or accommodation costs or subsistence, insurance or other costs that might arise prior to or during the course tenure.

Workshop outlines and syllabi are correct at the time of going online or to print. Views expressed by faculty members are their own. The University does not accept any liability for advice given or views expressed by course faculty members or in any notes or documentation provided to course participants.

The participant will be solely responsible for determining whether the Workshop is sufficient and suitable for the needs of the participant. The University does not provide any guarantee in respect of the standard of a participant's abilities on completion of the Workshop. The participant will provide the University with all information reasonably requested by the University in connection with the Workshop.

The University reserves the right to remove the participant from a course or exclude a participant from University premises if the behavior or demeanor of the participant is considered unacceptable. The participant agrees to comply with all applicable policies and regulations of the University

6. Course language

English Applicants whose first language is not English are required to be proficient in written and spoken English and be able to participate in group discussions and presentations in English. The University does not accept liability for any inconvenience or failure to attend following a participant's lack of English language knowledge.

7. Visa information

Participants are responsible to obtain the required visa that enables their participation in the Workshop and the rejection of a visa application by the British authorities does not affect the application of these terms and conditions, including clause 3. The University recommends that all participants from outside the European Union check with the British Embassy or British High Commission their visa requirements.

In no circumstances will the University issue documentation to support a visa application before receiving payment in full in cleared funds of the Workshop fees from the participant. The cancellation and refund provisions in section 3 apply irrespective of whether cancellation is due to a failure to satisfy visa requirements in good time before the course start date or other similar reason, such as failure to apply for visa in appropriate time or delay with visa process. Therefore, for cancellations notified to the University after 21 June 2015, no refund will be made.

8. Data Protection

The University will process any personal data in accordance with the Data Protection Act 1998 and any associated regulations, for the purposes of performing its obligations and exercising its rights under these terms and conditions.

You covenant with the University that you will in good faith assist the University in complying with its obligations under such legislation insofar as reasonably required by the University.

9. Force Majeure

The University shall not be liable for any failure or delay in the performance, in whole or part, of any or our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lock-outs or other industrial disputes (whether involving our workforce or the

workforce of any other party), act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

10. Limitation of Liability

Subject to the third paragraph of this clause 10, the liability of the University to the participant with respect to the provision, cancellation, postponement, or amendment of the Workshop, any negligence, any breach of these terms and conditions, or arising in any other way out of the subject-matter of these terms and conditions, will not extend to (i) any indirect losses or damages, or to any loss of profits, loss of contracts or opportunity, whether direct or indirect, even if the University had been advised of the possibility of those losses or if they were within the University's contemplation; or (ii) any costs or expenses incurred by any person or organisation in connection with travel, accommodation, reservations or other arrangements.

In any event, subject to the third paragraph of this clause 10 the liability of the University to the participant with respect to the provision, cancellation, postponement, or amendment of the Workshop, any negligence, any breach of these terms and conditions, or arising in any other way out of the subject-matter of these terms and conditions is limited to the amount of Workshop fees received from or on behalf of the participant in respect of the Workshop.

Nothing in these terms and conditions will operate to limit or exclude the liability of the University for death or personal injury arising from the University's negligence, fraud or any other liability that, by law, cannot be limited or excluded.

The University accepts no liability for loss or damage to the participant's property and shall not provide any insurance cover whatsoever to the participant.

The warranties and undertakings given by the University in these terms and conditions are, to the extent permitted by law, given in lieu of all implied conditions, warranties, representations or other terms, including any relating to satisfactory quality, fitness for a particular or any purpose, or the ability to achieve any particular result.

11. Governing Law

These terms and conditions will be governed by and construed in accordance with English Law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of or in connection with them.

12. Additional Clauses for Residential Stays

The following clauses apply to participants on the Workshop Programme who are staying in University residences.

12.1 Check-in time

You are welcome to check in after 15:00hrs on the day of arrival. Each hall will have different times; please check your Confirmation letter carefully. The University reserves the right to re-sell any accommodation where a student has failed to arrive within 24 hours of the expected arrival date.

12.2 Check-out time

Accommodation must be vacated by all guests by 10:00hrs on the day of departure. Checking out after 10.00hrs will incur a charge of one further night's accommodation. Should a guest or guests fail to check out on the agreed date; personal possessions will be packed and removed from a room.

12.3 Room condition

Your room will be provided to you in good, clean working order. Workshop participants are expected to maintain their room in good order, in a clean and tidy condition, for the duration of their stay.

Rooms that are vacated that require additional staff time and effort to return them to good order will incur the following charges:-

- Repair or replacement of furniture, fixtures or fittings – actual cost, plus VAT, from University nominated suppliers;
- Loss of revenue – for each additional day that a room is out of service as a result of repair or replacement of furniture, fixtures or fittings as a result of guest damage the daily rate for that room will apply;
- Administration charge – £25 per person.

Where the room is shared between 2 or more guests, then these costs will be split equally between each guest.

12.4 Loss of room key

The guest shall pay a replacement charge if a room key is lost.

12.5 Refusal of entry

The University has the right to refuse entry into its residences to any additional person that has not made a reservation.

12.6 Guests

No overnight guests are allowed.

12.7 Fire Safety

Smoking is not permitted in any University building or enclosed outdoor space, e. g. garden. It is a serious breach of fire safety regulations for student halls of residence. Furthermore, UK law prohibits smoking in any building of a publicly funded organisation or in the workplace. You can expect a substantial financial penalty if you are caught smoking in any University residence.

12.8 University Residence Handbook

Living in a communal setting can present challenges. In order to create an environment that every Summer School student can enjoy, there are a set of simple residence regulations which you are expected to follow. These residence regulations form a further part of your booking terms and conditions, and are contained within the University Residence Handbook which can be found here:

http://www2.warwick.ac.uk/services/accommodation/studentaccommodation/handbooks/student_handbook_2015_2016.pdf

12.9 Insurance

You are advised to take out insurance for you and your possessions for the duration of your stay, and for your travel to and from University residences.

12.10 Permission to reside in University accommodation

The provision by the University of accommodation shall be by way of a licence to occupy only and the accommodation shall be used only by individuals named on booking, if, and only if, these individuals become registered Workshop students. Such licence shall commence on the date agreed in writing between the University and you and shall terminate upon the end date of the Workshop or, if earlier, the withdrawal or expulsion of the participant from the Workshop.

SCHEDULE 1
Model cancellation form

To: The Department of Economics
The University of Warwick
University House Kirby
Corner Road Coventry
CV4 8UW
Tel: 024 76528089

.....
I (the consumer) hereby give notice that I cancel the contract for my participation in the Course detailed below.

.....
Course Title :

Ordered on (date) :

Name of consumer :

Address of consumer :

Signature of consumer :

Date :