

Egyptology short courses: Terms and Conditions

1. Your place on the course is not confirmed until the full tuition fees have been paid.

2. Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received. We reserve the right to amend or cancel courses.

If we cancel a course we shall give you at least one week's notice and you will have the option of transferring to another course or of having a full refund of the fees.

3. If you wish to cancel your place on a course, your request should be made in writing (via letter or email) to the Distance-Learning Office. If your written request is received three weeks or more before the course start-date, you will receive a full refund of your fees, minus a £50 charge. If your written request is received two weeks or more before the course start-date, you will receive a full refund of your fees, minus an £80 charge. If your written request is received less than two weeks before the start-date, 100% of the course fees will be retained.

4. Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer. However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.

5. On completion of your course, The University of Manchester will provide you with a certificate of attendance.

6. In the interests of all course participants, the organisers reserve the right to enforce the removal of any student whose behaviour or demeanour is, in their view, considered unacceptable.

7. Through applying for a course, applicants are deemed to have accepted the Terms and Conditions.