

ICMP Non-accredited Terms & Conditions

These terms and conditions apply to courses and activities offered by ICMP that do not form part of a recognised programme of higher education. That means that stand-alone summer schools, short courses or online courses which we offer are covered by these terms and conditions. We have different [terms and conditions](#) for courses that lead to a recognised degree, diploma or certificate of higher education. Any summer school, online learning or other activity which forms part of an accredited higher education course is covered by those terms and conditions. We use the word 'activity' in these terms and conditions to avoid writing 'stand-alone summer schools, short courses or online courses' repeatedly.

Please read the notes below carefully.

1. Before you start the activity, we will ask you to complete a Personal Details Form. By completing our Personal Details Form you will formally acknowledge your agreement to the following terms and conditions. You should complete the form 14 days prior to the start of the activity, as we cannot guarantee a place will be available to you after that time. If the Personal Details Form is received on time and is correct and complete we will register you on the activity you have booked and send you an email confirming that you have completed registration. This will be a contractual agreement between you and us.
2. If you change your mind about the activity, you have the legal right to cancel the contractual agreement between us, during the "Cooling Off period" – this means within 14 days starting from the day we send you the email confirming you have completed registration. We will refund any fees already paid to us by you, or any financial sponsor, within 14 days of you cancelling the agreement. If you cancel within 14 days but the activity has already started, you must pay for the part of the activity that has been provided until the time that you cancel the agreement. You cannot cancel the agreement after the activity has ended. You can cancel in writing either by [email](#) or using the [form found here](#). If you would like to use this form please print it off, complete it as indicated, and post it to our Admissions Department at ICMP, 1b Dyne Road, London NW6 7XG or email it to enquiries@icmp.ac.uk. We will promptly acknowledge receipt of your cancellation in writing.
3. We do not guarantee to offer every activity to all participants at the same price. From time to time we may offer discounts or special offers for limited periods of time or for individuals in specific groups. We will not match these prices for participants who do not meet the relevant criteria.

4. If you need to withdraw from the activity due to exceptional circumstances after the cooling off period, you should inform us immediately. If, in our reasonable opinion, we agree that the circumstances are exceptional you may cancel the agreement between us immediately by written notice. You must pay for the part of the activity that has been provided until the time that you cancel the agreement.
5. In the event that you cancel for any other reason (outside the cooling off period) fees are non-refundable. We will make all reasonable efforts to deliver the activity. If, for reasons beyond our control, we cannot deliver the activity exactly as advertised (for instance if we need to change advertised guests, artists or songs because the advertised artists are no longer available) we will make all reasonable efforts to deliver the activity in a different way but to an equivalent standard. If we are unable to do so and we are therefore obliged to cancel all or part of the activity, we will refund the entire fee.
6. You (or your parents/guardians if you are under 18) may notify us prior to the activity if you have any specific and/or additional needs (for instance related to a disability). Where you notify us, we will seek to make reasonable adjustments to the activity to accommodate your needs. Relevant tutors and the Facilities Manager will be informed of these adjustments. Where you do not notify us in good time, we may not be able to make adjustments to the activity.
7. We publish the following policies on our website:
 - a. [Acceptable use of IT Policy;](#)
 - b. [Equality & Diversity Policy;](#)
 - c. [Drugs and Alcohol Policy;](#)
 - d. [Health and Safety Policy;](#)
 - e. [General Regulations.](#)

These regulations and policies set out the reasonable standards of behaviour which you must adhere to during your time at ICMP. We reserve the right to exclude you from the activity in the case of a material breach of any of these policies.

8. Food will not be provided whilst you are on our site. Basic vending facilities are available on-site for snacks / drinks and microwaves are available to heat food.
9. You should take reasonable care of your property when on our site.
10. If you are attending the Performance Summer School, we recommend that you wear earplugs (for Health and Safety reasons) for the duration of all practical coursework.