Terms and Conditions applying to the RCO Academy Summer Course

1. All fees are as stated and are payable in pounds sterling.
2. Fees are subject to change only in the event of circumstances beyond the control of the course organisers, including changes in taxation and exceptional surcharges imposed by suppliers.
3. If a teacher or lecturer is absent, the organisers will provide a suitable replacement.
4. The organisers reserve the right to alter other features of the course, including venues and facilities.
5. The organisers reserve the right to refuse an application without stating the reason.
6. In the event of the organisers being forced to cancel the course, fees paid will be refunded in full. Please note that the organisers cannot take responsibility for any other costs incurred by applicants (for this reason, we strongly recommend that you take out travel insurance).
7. The £50 deposit is non-refundable (except in the event of a course cancellation as above), and covers administration costs.
8. Applicants will be advised of the date on which the balance of the fee becomes due. After this date, the organisers reserve the right to re-allocate any places for which the fee has not been paid in full.
9. In the event of cancellation by the applicant, a refund of fees (excluding the deposit; see note 7) will be allowed as follows:
   - Notification received up to and including 31 May 2017: 100%
   - between 1 and 30 June 2017: 50%
   - on or after 1 July 2017: Nil
10. Anyone with a disability is strongly advised to consult the course organisers before booking as certain disabilities might make it difficult for students fully to participate.
11. Applications for this course are accepted from under-18s provided that they are under the direct supervision of a responsible adult at all times.
12. Applicants are responsible for arranging and paying for their own accommodation, and the organisers cannot take any responsibility for the quality and suitability of this.
13. Pets are not allowed. It may be possible to accommodate assistance dogs if advised in advance.
14. The organisers may arrange for photographs to be taken during the course and used for the purposes of marketing and publicity.
The RCO Academy Summer Course
Monday 31 July to Saturday 5 August 2017
in the City of London
(founded by Anne Marsden Thomas MBE)

About the course
This 6-day course, based in the heart of the historic City of London, is centred on the church of St Giles, Cripplegate EC2 with its three pipe organs. The course caters for organists of all levels and abilities, allowing you to progress at your own pace, concentrate on the things which are important to you, and learn from those around you. It offers:

- 7 levels of study from beginner to advanced
- a range of up to 20 pipe organs for tuition, concerts and private practice
- over 70 events from which to choose
- your own individually tailored timetable
- expert teaching from RCO Academy teachers
- performance opportunities for all participants

Book online at www.rco.org.uk (select the Learning tab) where you will also find a link enabling you to download the General Information booklet and other preliminary paperwork. This will include an individual Timetable Request Form (TRF), which must be completed as soon as possible and returned immediately to the address at the top of the TRF. All the information you need to enable you to complete your TRF will be found in the General Information booklet, so please read this diligently before completing the form, even if you are a returning student. A carefully completed TRF will ensure that we allocate you to the correct classes for your ability.

Send us your completed Timetable Request Form as soon as you can; certainly no later than 31 May by which date the full fees are payable. Make a note in your diary the week before!

Accommodation and meals
Students are responsible for booking their own accommodation and meals. We will send suggestions for accommodation in the area, and have provisionally reserved places at Sundial Court, six minutes’ walk from St Giles, for students to book bed and breakfast at the rate of £53.20 per person per night (includes VAT as applicable). Email sundial@gsmd.ac.uk to secure your place (if you don't have email, write to the Bookings Manager, Sundial Court, 38–42 Chiswell St, London EC1Y 4SB). Quote ‘RCO Summer Organists Course’ as the reference in either case. Students may also book dinner at Sundial Court where they can eat with others in the group (any student who is unfamiliar with the City of London is strongly encouraged to do this). If you are booking residential accommodation at Sundial Court, please state at the time of booking if you also want dinner (quoted at £10.50 per meal). If you wish to book dinner only, please email sundial@gsmd.ac.uk with your requirements (see above). Remember that a communal meal contributes to group interaction, which is an important part of this course.

Fees
Discounts are available for RCO Members or those learning with an RCO Academy teacher (we regret we cannot offer double discounts to those who qualify under both headings). A further reduction is offered to applicants whose booking and deposit are received on or before 28 February 2017. Please book online at www.rco.org.uk if you can, or telephone 05603 488231; otherwise complete the booking form opposite and return it, with a minimum deposit of £50, to the College Bookings address (see top of form). You may pay in full immediately, which will in no way affect your entitlement to any refund (see Terms & Conditions overleaf). Sterling cheques should be payable to The Royal College of Organists, or we can charge the amount to your credit card.

For those who do not pay in full at the outset, the balance is payable no later than 31 May 2017. Bookings may be accepted after 31 May 2017, but the full fees will be payable immediately.

Under eighteens
Although this course is structured with adult students in mind, several under-18s join us each year and are always most welcome. They must at all times, however, be under the supervision of the adult(s) nominated overleaf. If the course organisers feel at any time that the level of supervision is insufficient, then the student’s parent/guardian may be asked to remove the student from the course. A parent/guardian of a student under 18 should tick the box at the foot of the booking form, and complete the additional information on the reverse.

The Royal College of Organists is a registered charity no. 312847