



Terms and Conditions

Upon enrolment on a Maggi Loughran School of Soft Furnishing & Upholstery course, students agree to abide by the following Terms & Conditions:

- On commencement of a course, students will be provided with Health & Safety Guidelines and directed towards the on-site Risk Assessment, they should read and familiarize themselves with both. These guidelines relate to the course and the course premises to ensure the safety of all students and course tutors. Students are required to adhere to these guidelines and procedures at all times. Anyone found to be working in an unsafe manner will be asked to leave.
- Code of Conduct - The School of Soft Furnishing & Upholstery has an ethos of respect, kindness, and courtesy to all. We ask that students conform to this ethos when attending our courses so that the school remains a friendly, safe place where everyone is welcome.
- Maggi Loughran School of Soft Furnishing abides by the Data Protection Act 1988. On providing us with any personal information, students consent to this information being held and processed securely under the terms of the Act. This information will not be shared with any third parties without prior consent, unless required by law.
- Students will be provided with specialist materials sufficient to complete initial sample pieces. Students will be expected to provide the main fabrics for subsequent samples except for sampling in upholstery. For full scale projects within a course, students are required to supply all materials and sundries needed. Maggi Loughran School of Soft Furnishing will confirm details of additional materials for main projects during the course.
- Throughout the course students will be expected to keep technical note books up to date as they work and will be requested to bring them in periodically for checking. Students will also be required to source and research for their pieces and their project work and at times work on samples etc. at home.
- Maggi Loughran School of Soft Furnishing reserves the right to photograph students and any work that they produce during any course undertaken. These photos may be used for future marketing purposes including via social media and the Maggi Loughran School of Soft Furnishing Website.

- Any photographic or video material taken whilst undertaking a Maggi Loughran School of Soft Furnishing course, in relation to course content (including any written information) or other services available through Maggi Loughran School of Soft Furnishing, must not be shared, duplicated or manufactured for future personal or professional use under any circumstances without express prior consent from Maggi Loughran School of Soft Furnishing.
- For students on AMUSF courses, any mitigating or extenuating circumstances must be discussed with the tutor without delay. The tutor will then contact the Director of Education at AMUSF should the need arise. AMUSF has the final decision on mitigating circumstances. Students who have been assessed and marked by the external verifier will not be able to appeal thereafter. The course must be completed within 12 months and flexibility to catch up on missed days within that period is at the discretion of the tutor.
- All courses are confirmed at the time of booking, however Maggi Loughran School of Soft Furnishing reserves the right to rearrange or cancel a course if minimum student numbers are not achieved.
- If it is necessary for the course to be cancelled due to circumstances unforeseen by Maggi Loughran School of Soft Furnishing & Upholstery, including COVID-19 lockdown measures, students may be offered an alternative date, or a full refund will be provided.
- If classes are cancelled due to a tutor contracting COVID-19, alternative class dates will be provided as soon as possible.
- If a student cancels a course booking, written notice of cancellation is required at least 6 weeks prior to course commencement. At this stage Maggi Loughran School of Soft Furnishing reserves the right to retain a £50 administration fee, any remaining course fees will be refunded.
- If cancellation occurs less than 6 weeks prior to a booked course, no refund will be given unless a replacement student is found. Refunds may be considered in exceptional circumstances, please contact Maggi Loughran School of Soft Furnishing to discuss this further.
- Students who elect to discontinue the course once started will not receive any refund.
- If a student cannot attend classes due to illness classes will not be refunded or replaced. If, however due to COVID-19 a student must self-isolate and cannot attend classes, we will where possible provide alternative days to replace those missed.
- On completion of your course, Maggi Loughran School of Soft Furnishing may keep you updated with relevant information including new courses or bespoke services available via a Newsletter, which will be emailed directly to students.

Signed by student

Date