

ADDITIONAL TERMS AND CONDITIONS FOR UNDER 18: FALMOUTH UNIVERSITY SHORT COURSES

VERSION: 1

APPROVED BY: SHORT COURSE QUALITY COMMITTEE

APPROVAL DATE: MAY 2025

Section 1: Minimum Age

- 1.1. Falmouth University cannot accept applications for short courses from individuals under 18 unless the course is explicitly advertised as being for persons under 18.
- 1.2. Individuals over 18 cannot apply for a course specifically designed for under 18s.
- 1.3. If a student turns 18 during the under 18 course duration, they must contact shortcourses@falmouth.ac.uk before attending.
- 1.4. If accepted onto a course explicitly advertised for under 18s, the student acknowledges that all references to terms, conditions, and liabilities extend to their parents/guardians/carers, who will be jointly and severally liable for any losses, overdue fees, or other recoverable costs.

Section 2: Language

- 2.1. All courses are taught in English unless otherwise specified.
- 2.2. Students must have a good level of spoken English, as translation or interpretation services are not provided.

Section 3: Behaviour

- 3.1. All students are expected to model good behaviour and adhere to the Student Code of Conduct, which must be reviewed by both students and their parents/guardians/carers.
- 3.2. If a student breaches (or is suspected of breaching) the Student Code of Conduct, they may be removed from the course, and their parents/guardians/carers will be contacted to arrange collection.
- 3.3. Falmouth University reserves the right to remove any student from a short course due to behavioural, safeguarding, or welfare concerns.
- 3.4. Students must always treat others with respect. Intimidation, discrimination, or disruptive behaviour towards fellow students or university staff will not be tolerated.
- 3.5. The use of alcohol or drugs is strictly prohibited during the course. Any student found in possession of, or under the influence of, these substances will be subject to immediate action, which may result in removal from the course.
- 3.6. If a student is removed from a course, no refunds will be issued.

Section 4: Food

- 4.1. Students must check in advance whether they need to bring their own food.
- 4.2. All students are encouraged to bring a refillable water bottle, which can be used at designated filling stations and drinking water taps across campus.
- 4.3. It is essential to inform Falmouth University of any allergies or dietary restrictions. This information will be shared with tutors, relevant staff, and, where necessary, catering providers and other students.

Section 5: Disabilities and Health

- 5.1.** Falmouth University is committed to providing an inclusive learning environment.
- 5.2.** During the booking process, students or their parents/guardians or carers are advised to disclose any disabilities or health conditions that may impact their time at the University and attendance on the course.
- 5.3.** While Falmouth University aims to support all students' needs, teaching staff on short courses are not specifically trained to support special educational, health, or behavioural needs.
- 5.4.** If necessary, the Short Courses team may contact students or their parents/guardians/carers to discuss individual requirements.
- 5.5** It is the responsibility of the student or their parent/guardian/carer to advise the University of any disabilities or health conditions giving sufficient notice period of no less than 28 days to, if possible, consider and/or make reasonable adjustments and adaptations on the basis that the University cannot guarantee it will be possible to do so.
- 5.6** In rare occurrences, it may not be possible to provide the adjustments or support required in order for a student to attend a short course, in which case the University will contact you and provide a full refund.

Section 6: Safeguarding

- 6.1.** The University and all University Staff and Students including those involved with or on our short courses for under 18s will comply with the University's Safeguarding Policy and Safeguarding Guidance available on this page <https://www.falmouth.ac.uk/student-regulations>
- 6.2.** Any safeguarding concerns or queries should be reported as soon as possible to any member of staff or shortcourses@falmouth.ac.uk.

Section 7: Campus Guidelines

- 7.1.** All students must remain on campus for the duration of their course, including during breaks.
- 7.2.** At the scheduled end time of the course each day, the university's duty of care concludes.
- 7.3.** Students are permitted to stay in designated public areas of the campus or at agreed collection points until they are picked up.
- 7.4** Any animals allowed to access University premises must have been appropriately trained and prior access must be discussed with the course team within the University. As a rule the University does not allow animals on to University premises.
- 7.5 Assistance Dogs** (as defined by the Equality Act 2010) are an exception to this rule provided that they are covered by full public liability insurance with an appropriate level of cover disclosed at enrolment, and that they are under control at all times. The person who is using and is responsible for the Assistance Dog on University premises may be required to provide medical evidence of their condition which the Assistance Dog is supporting.
- 7.6 Therapy Animal.** A dog or other animal owned and provided by a therapist as part of a treatment programme. Therapy Animals are not Assistance Dogs. Therapy Animals are not permitted on University premises.
- 7.7 Emotional Support Animals (ESAs).** A dog or other animal registered with the Emotional Support Animals Registry UK (ESAUK), following the provision of a medical letter and registration fee. ESAs are not Assistance Dogs. Emotional Support Animals are not permitted on University premises.

7.8 Working Dogs. A dog which provides other services, such as assisting with law enforcement. Such animals are permitted on University premises with the consent of the University.

Section 8: Photography and videos

8.1. During the course, Falmouth University may take photographs and video recordings. These may be used for promotional materials for the university's short courses, including but not limited to brochures, flyers, posters, social media posts, adverts, websites, and newsletters.

8.2. We will ask for permission from the student, their parent/guardian or carer for this prior to the course, as a part of the booking process. Your consent applies to all images taken of you and extends to future use of the images beyond the course.

8.3. Falmouth University may only use images in accordance with the purposes stated above and may not sell or otherwise distribute the images to third parties.

8.4. You may revoke consent at any time by writing to shortcourses@falmouth.ac.uk or by contacting the **Information Governance Team** at ig@falmouth.ac.uk