

Berwick-upon-Tweed Educational Association (“The BEA”)

Terms and Conditions.

1. Participation in the events of the Association is open to any individual aged 18 and over.
2. All individuals seeking information on, or participating in, BEA sponsored courses and lectures are automatically included in our mailing list.
3. All persons agree to be contacted periodically by post or email with details of up-coming BEA courses and lectures. The “default” medium for all communication shall be email: conventional post shall only be used for those without this facility.
4. Any person may apply to enrol on any courses and lectures sponsored by the Association, by sending the appropriate booking form and full payment by cheque payable to “Berwick upon Tweed Educational Association” to the Association’s Bookings Secretary.
5. Enrolment on any BEA course or lecture will only be confirmed once the booking form and payment is received and recorded by the Bookings Secretary in advance of the commencement date.
6. In the event that the course or lecture is already full when the booking form and payment is received by the Bookings Secretary, the participant will be contacted and so advised, and the payment returned or destroyed.
7. The Committee of the BEA reserve the right to cancel or consolidate courses and lectures before the commencement date without notice. In this case all prior booking payments will be returned to participants by the Association's Treasurer, and the Association shall have no further financial liability or obligation to continue or reschedule the course.
8. Participants booked on any course or lecture will have the right to cancel by notifying the Bookings Secretary prior to the commencement date, and their payment will be returned, destroyed or held over against an alternative programme.
9. Where briefing documents or study material needs to be sent by post to course participants who do not have email, such persons must agree to pay a nominal charge to cover the costs of photocopying and postage.
10. Admittance to any BEA sponsored course or lecture may be refused to any person who has not paid the course fee in advance.
11. The committee reserves the right to refuse admission to classes to anyone whose previous behaviour in class has been disruptive and/or a cause for complaint by other attendees.
12. Participants must agree to abide by the rules of the Association as defined in the “Working Document” adopted at the 1st AGM of the Association, and subsequent amendments.
13. The Association will endeavour to maintain a safe working environment for all persons participating in BEA sponsored courses and lectures. “Field Trips” undertaken outdoors as part of such events are however largely in an environment outside the Association's control and are thus taken wholly at the participant’s own risk. Therefore participants are required to take full responsibility for their own health, safety and wellbeing whilst outdoors, and to safeguard that of fellow participants. In particular, participants must ensure that they have suitable clothing and footwear appropriate for the Northumbrian climate and environment.
14. Field Trips will generally be accessible for all moderately fit persons, but not all will be suitable for persons who have reduced mobility. If in doubt, the onus will be on participants to make enquiries to establish the position in this regard before booking.