

# TRINITY LABAN

## Summer School Terms & Conditions

### 1. General

1. All Trinity Laban Summer School fees paid, including 1:1 lessons, are non-refundable unless the event is cancelled by Trinity Laban or in the case of injury (supporting doctor's note required). Accommodation fees are not refundable unless cancelled by Trinity Laban.
2. Course fee refunds due to injury requested within 7 days of the course start date will be offered at 50% of the original fee paid. Accommodation and 1:1 lesson fees will not be refunded.
3. Trinity Laban will not be responsible for travel and private accommodation, made both before and after fees are paid. Bookings such as these are made at your own risk.
4. Trinity Laban may substitute the teaching faculty advertised without prior notice.

### 2. Online Shop

Please read the [Trinity Laban Online Shop Standard Terms & Conditions.](#)

### 3. Data Usage

Please read the full [Trinity Laban Privacy Policy.](#)

1. Trinity Laban will use your information for administrative purposes and customer services in order to provide you with the best and safest Summer School experience possible.
2. We will also share your information with our accommodation providers, CLV (Campus Living Villages UK Ltd) for these purposes and may also keep your information for a reasonable period of two years for administrative and record keeping purposes.
3. As part of the UK legislation, there are requirements under the Data Protection Act 1998 to which Companies must adhere. The Data Protection legislation is there to protect you against any misuse of your personal information, as well as giving you the right to know how we use your information and to whom it is disclosed.

### 4. Accommodation

1. Trinity Laban has reserved facilities at McMillan Student Village run by Campus Living Villages (CLV) at Creek Road, Greenwich, SE8 3BU on behalf of Summer School participants. Accommodation Bookings are optional.
2. Accommodation booked via Trinity Laban Summer School programmes is non-refundable, unless the event is cancelled by Trinity Laban.
3. If Trinity Laban cancel the Summer School or the programme is moved online, you will receive a full accommodation refund.
4. In choosing to purchase optional accommodation, you are agreeing to follow the ['Accommodation Code of Conduct'](#) and the [terms & conditions](#) laid out by Campus

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Living Villages. A copy of the 'Accommodation Code of Conduct' should be signed and returned by you (and your parent/guardian if you are under 18) once you have booked your accommodation space.

5. If any summer school participant using McMillan Student Village breaches the accommodation rules, either CLV or Trinity Laban may ask this individual to vacate the Student Village.
6. Trinity Laban are not responsible for any losses incurred for travel or accommodation booked independently.

## 5. Accommodation Code of Conduct

Trinity Laban expects participants to act responsibly and courteously throughout their stay at Campus Living Villages (CLV)/ McMillan Student Village, to all those they come into contact with. Participants are expected to behave in a professional manner and give the best public image of themselves and Trinity Laban.

Participants should ensure they;

- Arrive on time for check in and check out
- Show respect to all assistants and CLV staff
- Be mindful and embracing of the variety of cultural backgrounds you will encounter throughout
- Do not involve yourself in dangerous activities likely to cause injury to yourself or others.

### Staff on Site

A member of the Summer School team will stay onsite for the duration of the course. They will be able to signpost you to the CLV reception and security staff should you need assistance. They will identify where they are located on arrival. They are there to support the safety and wellbeing of all participants in the evenings and overnight at the accommodation, but they are not acting in loco parentis.

### Reserved Facilities

Trinity Laban, Public Engagement have Reserved Facilities through Campus Living Villages (CLV) on the Participants behalf.

### Room Allocation

Trinity Laban, Public Engagement have allocated rooms on behalf of participants. Changes are not possible. Rooms are for sole occupancy only.

### Emergency Call Out

In the case of an emergency assistance call to the CLV Management, there may be a surcharge of £60.00 per hour for after-hours assistance where personnel of the CLV are called out to attend the Student Village between 8.00pm and 8.00am Monday to Friday (£120.00 Sunday). This applies for any assistance on weekends or public holidays. For the purposes of clarity no charge will be imposed where the Client uses on-site

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resources for assistance, such as security. Trinity Laban, Public Engagement will be invoiced. This cost may be passed onto the participant.

## **Damages to Premises/Equipment**

The Participant will be responsible for the cost of any additional cleaning, and for any damage or breakage to or at the Student Villages.

## **Guest Behavior**

Participants are expected to conduct themselves appropriately at all times, both inside and outside of the building, and to comply with all requests and procedures imposed by CLV (including but not limited to health and safety procedures, security procedures and any relevant statutory requirements whether in writing, verbally or otherwise). You are requested not to disrupt the comfort and enjoyment of other individuals staying in the building or the operation of the property. Threatening or offensive behaviour towards other individuals or members of staff will be tolerated. You must not bring any illegal or hazardous substances into any part of the building or enter areas of the building which are indicated as being closed to hotel guests.

Should we consider your behaviour to be inappropriate, CLV reserves the right to refuse to provide accommodation or to request you leave without further delay. In such circumstances, CLV will have no obligation to refund any sums paid by you or your party and will not provide alternative accommodation.

## **Safety**

It should be noted that:

- The lighting of candles, naked flames or flammable items is not permitted in the Student Villages. This is likely to set off smoke detectors. Should the fire brigade charge for attending a false alarm due to miss-use, this cost will be passed to the guest
- Fire blankets and/or extinguishers are located in all kitchens
- Cooking activities should only occur within the designated food preparation areas and must be conducted under an operating exhaust system.
- No alcohol, drugs or smoking are permitted within the Student Villages buildings.
- Guests other than those checked in are not permitted

## **Emergencies**

For any life-threatening emergency call '999' to summon fire, police and ambulance services. False alarms waste the time of emergency services and Village management and may result in disciplinary action and the imposition of charges for any additional costs. You are responsible for familiarising yourself with the location of alarms and firefighting equipment in your Room/Flat and in the Common Areas of the building in which your Room/Flat is located, and with the emergency procedures for the Village. Fire safety information is posted in all Rooms/Flats.

## **Evacuation**

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Evacuation maps are posted in various parts of the Village indicating your location in relation to the nearest exit and steps to take to vacate the premises. You must familiarise yourself with the location of all exits from your Room/Flat and the building in which your Room/Flat is situated and attend when required by Village management fire awareness programs and participate in any fire and evacuation drills which take place at the Village. Evacuation maps are part of the fire equipment of the Village and must not be tampered with.

In the event of an evacuation, please report to your building's assigned emergency assembly point for further instruction. Do not use lifts in the event of an evacuation. The Village is regularly inspected by the fire brigade for safety and fire code compliance. Residents are required to keep common areas clear of any items which may affect safe egress from buildings. Whenever Village management encounter these obstructions or are informed of their presence, they will proceed to remove the obstructions to ensure fire code compliance. If Village management is required to remove items left in Common Areas, residents may be charged.

## **Agreement Termination**

If Trinity Laban, Public Engagement has reason to believe that the event or any part of it will affect the smooth running of the Student Village its security or reputation, Trinity Laban, Public Engagement reserves the right to terminate this Agreement at its discretion and without notice or liability. Where an individual breaches the CLV rules CLV and/or Trinity Laban may require that the individual immediately vacates the Student Village. Guests must conduct themselves in all respects in an orderly and lawful and respectful manner. CLV reserves the right to exclude or remove any and all Guests who fail to so conduct themselves from the Student Villages without liability.

We will share a copy of this agreement to be signed and returned by you (and your parent/guardian if you are under 18) once you have booked your accommodation space.