



the cotswold gardening school

PLEASE FILL IN THIS FORM USING BLOCK CAPITALS – ATTACH PHOTOGRAPH TO COMPLETED APPLICATION

Start date applied for:

The course is scheduled to run on TUESDAYS. If there are sufficient enrolments, a second group will run on *Wednesdays*.

Preferred day IF two groups are running (Tuesday or Wednesday):

Surname Title: *Mr/Mrs/Miss/Ms/Other*

First name(s) Gender Male Female

Address

House Number/Name

Road

Town

County Postcode

Daytime Tel Date of Birth / /

Evening Tel E-Mail

Mobile Occupation

Please describe your education / career path and any experience or skills which may be relevant to this course:

What would you like to achieve by the end of this course?

I am confident using a computer: very confident fairly confident not so confident
 For this course I will be using: PC Mac (please tick ✓ as appropriate)

Please turn over, complete reverse of this form and read through the *rules & regulations* and *terms & conditions* before signing

Signature Date / /

I certify that the above information is correct and that, if accepted, I agree to conform to *the rules & regulations* of The Cotswold Gardening School. I have also read and understood the *general terms and conditions*. A copy of both the *rules & regulations* and the *general terms and conditions* can be found at the end of this document. Please note that application forms which are not signed cannot be processed.

It is sometimes necessary to make alterations to the lectures, tutors, timetable and locations of our courses to those advertised and we reserve the right to do so.

Support needs (including disabilities or learning difficulties)

We aim to match our student’s learning style as much as we can. This information will help us to get an insight in the way we can best support you. **Please note that disclosing a need for additional help will not prejudice your application.**

Do you have a disability/learning difficulty or health problem which you would like us to know about? Yes No
 If Yes, indicate with a ✓ in the table below. Please tick all that apply.

Visual impairment	
Hearing impairment	
Disability affecting mobility	
Profound complex disabilities	
Social & Emotional difficulties	
Mental health difficulty	
Moderate learning difficulty	
Severe learning difficulty	
Dyslexia	
Dyscalculia	
Autism spectrum disorder	

Asperger’s syndrome	
Temporary disability after illness (e.g. post-viral) or accident	
Speech, language and communication needs	
Other physical disability	
Other specific learning difficulty (e.g. dyspraxia)	
Other medical condition (e.g. epilepsy, asthma, diabetes)	
Other learning difficulty	
Other disability	
Prefer not to say	
Not provided	

Is English your first language? Yes No

For any other need, worries or concerns with regard to the course, please give a brief description.

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Permission to use artwork

The Cotswold Gardening School may use student artwork (including presentation videos) and classroom based photo/video footage of students for promotional purposes. This footage may appear in open morning presentations, in printed publications, on our website, on social media or on all four. In addition, Caroline Tatham has a further book planned for which she will be using student artwork as illustrations. Any artwork used will receive full accreditation for the designer. We will not include details or full names of any person in an image on our website, social media or in printed publications. To comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings of you. Please tick the relevant boxes below if you do NOT wish to grant permission for all or any of the above.

- I do NOT agree to grant to The Cotswold Gardening School and its Principal Caroline Tatham, in respect of any course work I produce as part of the course, a perpetual royalty- free license.
- I do NOT give consent for my person to appear in any photo/video footage for promotional purposes.

Course fees and deposit

Applications should be accompanied by a **non-refundable application fee of £35**. For successful applicants - subject to an obligatory interview (this can be in person at the school or via Zoom meeting) with the school principal - a further non-refundable deposit of £750 is due no more than two weeks after a place on the course has been offered. For further details about course fees please refer to the website or contact the school.

- I have paid the £35 application fee by bank transfer (*Please enter your name as a reference*)
BACS payments: sort code: 60-83-71 / account number: 48125535 / account name: The Cotswold Gardening School Limited

General Data Protection Regulation

Please ✓ if you are happy for The Cotswold Gardening School to keep the personal details included on this application form in our records after you have completed your course with us, this for the sole purpose of keeping you informed about upcoming opportunities in the form of new courses, volunteering or job offers. No information will at any point be passed on to a 3rd party.

How did you hear about The Cotswold Gardening School? (Please tick one only)

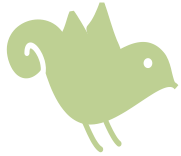
- Leaflet Press Advertising Word of mouth Previous student Website Email Facebook Twitter Google

For College use only

Date Received..... **Interview**.....

Action detail.....

RULES AND REGULATIONS (Please keep this page for your records, no need to return)



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To ensure a happy and healthy working environment we ask students to observe the following house rules and regulations:

Smoking is not permitted in the school building.

If smoking outside, students are asked to dispose of cigarette ends respectfully and not to leave them in the garden.

In the event of a fire: If you suspect there is a fire at the school, please leave the building and advise any other students. Once you are safe, please let a member of our team know, as long as this does not compromise your own safety.

The assembly point in case of a fire or fire drill is the school car park.

School Hours

10h00 – 16h00 Tuesday to Saturday,
with the first lecture starting at 10h30

Office Hours 10h00 – 15h00 Tuesday to Friday

Lunch break and tea breaks

Tea and coffee are available on a self-serve basis from 10h00. Lunch hour which is normally 1:00pm - 1:30pm may vary according to each days schedule and the availability of visiting lecturers. Please help keep the kitchen tidy. On occasion it is possible that project clients may be invited for a shared lunch as part of project presentations. It is expected that students will behave in a polite and respectful manner during shared lunches.

Arrivals and attendance

In order for all students to get the full benefit from the course, it's important to start on time. Students are responsible for arriving each day between 10:00 (when the school doors will be unlocked) and 10:30 for registration. You are advised to arrive on time in order not to miss any announcements / changes to the day.

The school will record absences in an attendance register, which will be available in the school room between 10:00 and 10:30 for signing in and it is the student's responsibility to enter their name on the sheet. We refer to the Qualification Specification which states that The Cotswold Gardening School and Bridgwater College expect students to attend a minimum of 90% of the taught hours, equalling 135 hours. Any absence has to be formally notified. Non-authorised absence for more than 3 course days during the whole year may result in the student failing the course. This will be at the discretion of the college principal.

The best way to contact us is via email:
info@cotswoldgardeningschool.co.uk

Email support is available during term time only – please allow at least 5 working days for a tutor to reply to your question.

Please allow at least two working days for us to respond to email requests as we may be busy during the day teaching other courses. Please do not contact the school principal or any visiting lecturers via their personal email address, unless you have previously agreed this with them.

Enquiries over the phone are very welcome during office hours, but we do ask to respect the private time of Caroline Tatham and her family in the evening and during the weekend.

Photographs: We ask that each student hands in one (passport) photograph at the start of the course. This is to help visiting tutors (subject to student enrolment numbers) who are not here a lot to get to know you.

Cloakroom: Please use the cloakroom to hang up coats and store belongings not needed for the course, so as to keep the studio clear.

Toilet: The toilet is located opposite the school garden entrance.

Coursework and handing in:

All coursework handed in should be your own work, suitably referenced where applicable. When handing in you will be asked to sign a form confirming that your project has all been completed by yourself and is original work. Where intentional plagiarism (the passing off of another's work as your own) is found, the school will undertake disciplinary procedures. This includes copying and pasting information from the internet into written documents such as plant portfolios.

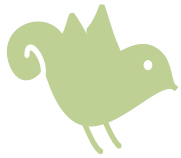
For every project students are required to hand in a full set of work in digital format. On submission students will be required to list each item handed in on the form provided.

For further information about handing in we refer to the Qualification Specification.

Students may be required to display their work for an end of year show unless otherwise agreed.

Should a student have a valid reason such as illness for not being able to complete work on time, this should be discussed with the school principal. Please refer to the Qualification Specification for further details on Reasonable Adjustments and Special Consideration. In exceptional cases the school principal may agree to an extension for a maximum of one week. This needs to be agreed in writing with at least two weeks' notice prior to the hand in date.

The school takes care of student work very seriously and it is detrimental that all work is named. While we do everything possible to prevent the loss or damage of student work the school accepts no responsibility in the event that this might happen.



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Studio: Please try not to take any beverages into the studio - hot or cold. It's amazing how much damage one cup of tea can do to another student's precious project work. Please also help us to keep the studio tidy by removing your equipment and other belongings at the end of the day and put any rubbish in the bin provided. Please remember to label all of your equipment so it can be easily returned if lost.

School library books can be consulted in the studio, however they are not permitted to leave the school.

Mobile Telephones must be switched off during lectures and not used during class time if possible - we understand that in an emergency this may not be possible.

We kindly ask you not to take any photos or film any material which is shown to you during your course (this includes Powerpoint presentations). Many of these images are protected by copyright, and we have a duty as a school to maintain client confidentiality.

All course hand-outs have been carefully put together by the school principal who is an experienced lecturer and has made sure the hand-outs contain ample information on all topics discussed. In order for every student to get the most out of the course, it is important that the tutors can gauge if everyone has understood the subject. The use of camera's or camera-phones during a lecture creates a barrier between student and teacher, and can disturb the teacher and distract fellow students.

Project gardens and clients:

Students are not permitted to contact project garden owners directly during or after the course unless otherwise agreed with the School Principal, all communication must be conducted via the school. Please do not take photos of project client sites or volunteering workplaces except for personal use, and then only if you have asked for permission from the client or garden owner. Client feedback for the projects is on a voluntary basis and cannot be guaranteed.

Gossington Hall house and gardens:

Please bear in mind that the school is part of the private residence of Caroline Tatham and her family and there are at times children and animals in the garden. We kindly ask you to respect their privacy and refrain from entering the gardens or going up to the main house unless you have specifically arranged this first.

Please park in the car park provided and not the drive to the main house.

Students are asked not to have materials for project work, such as stone or decking samples, or any brochures or catalogues sent directly to the school. Items should be sent directly to your own address and then brought into the school for tutorials or presentations.

Dogs are not permitted in the school grounds or on site visits at any time. Please also refrain from leaving dogs in the car – even if well ventilated.

Students are expected to be respectful of the grounds around the school:

During your course there will be opportunities to visit the gardens with your tutor. Please do not take cuttings or pick seeds. Please do not walk on the flower beds. If you want to get close to a plant for a photo or read a plant label, please ask for assistance.

The garden renovation is on-going. Please take care on site and be sensible with regard to potential hazards such as hoses or loose paving stones that can be tripped over. Students are not permitted to tour or use the gardens without supervision or permission, this includes the use of private garden furniture for lunch breaks.

Students are expected to behave in a manner which is respectful to others and conduct themselves in a professional manner at all times. This includes staff members, visiting lecturers, other students and clients.

It is important that students' behaviour does not interfere with nor disrupt class activities. This includes verbal as well as physical behaviour, in class, during volunteering projects, on supplier visits and at client's gardens. Please always use respectful language towards other students, tutors and staff and clients, including language used in email and phone messages or during school trips. Any student persisting in anti-social behaviour may be asked to leave the school with no refund of fees. This decision will be made at the discretion of the school principal. We refer to the Qualification Specification for further information about disciplinary action.

Volunteering and networking opportunities

Selected students may be offered volunteering opportunities during and after their course allowing them to experience real projects, clients and their gardens. This is not part of the course but may be offered as an added extra at the discretion of the school principal. Any student not behaving in a professional manner will be asked to leave immediately.

On occasion the school principal may share some of her professional contacts with students. Students are expected to behave in a professional manner at all times and understand that they are representing the school and the principal's design practice by their behaviour.

Disclosure of health concerns

The school takes appropriate and reasonable precautions to protect the health and safety of students in the classroom.

Additionally, some course activities may require students to visit the garden at Gossington Hall. Students are advised always to wear appropriate footwear and take care on site. We kindly ask that students inform the school of any special health-related conditions which may affect course activities at the time of enrolment.

Thank you for your cooperation.

Caroline Tatham – Principal

TERMS & CONDITIONS (Please keep this page for your records, no need to return)



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1. Contract and Enrolment

- 1.1 The terms of the School's diploma price structure, application form and these terms and conditions constitute the terms of the legally binding contract ("the Contract") between you ("the Student") and The Cotswold Gardening School ("the School")
- 1.2 Enrolment of a Student on a course is subject to written acceptance by the School.
- 1.3 The Student must:
 - 1.3.1 be fluent in English and must meet any English proficiency requirement specific to the course; and
 - 1.3.2 be at least 18 years of age at the start of the course; and
 - 1.3.3 meet any other course specific requirements.

2. Fees

- 2.1 Applications for diploma courses should be accompanied by a non-returnable application fee of £35
- 2.2 A non-refundable deposit (amount detailed on the website) is payable within two weeks of the offer to secure any diploma course place offered. The balance of fees is payable two weeks prior to the start of the course, or a surcharge will apply (detailed on the website) for late applications. In these cases fees will be payable before the start of the course.
- 2.3 Attendance of timetable days at the school is dependent on funds for course payments having cleared and been received by the School.
- 2.4 If fees become overdue, the School reserves the rights to charge interest at 2% above the bank base rate unless the School can give the Student's place to another prospective student.
- 2.5 The Student will notify the Principal immediately of any circumstances that may prevent the payment of fees on time.
- 2.6 The Student is liable for the cost of any bank or transaction charges related to payment of fees.
- 2.7 The School reserves the right to increase course fees at any time prior to the start of the course. The price of any course will be that ruling on the day of acceptance of your enrolment by the School.

- 2.8 The School will not reimburse fees in full or in part if the Student:
 - 2.8.1 is excluded from the School for any reason;
 - 2.8.2 is unable to attend the course for any reason. (The School recommends that the Student takes out third party insurance to limit the risks related to illness or accident)
 - 2.8.3 fails to complete the course.
- 2.9 In the event of the Student's expulsion, any unpaid fees become due immediately.

3. Termination

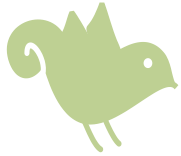
- 3.1 If the Student wishes to withdraw from the course and gives four weeks notice in writing before the start of a course, the School will refund any payment made in excess of any deposit.
- 3.2 To be effective the notice must be posted or delivered not later than 28 days before the start of the course.
- 3.3 Withdrawal from a course after its start date means that the Student has lost the right to terminate the contract and the School will retain all fees paid.

4. Copyright

- 4.1 The student will comply with all UK and EU copyright legislation.
- 4.2 If required by the School, the Student shall make coursework available to the School for copying and the School shall retain the right to make and use copies of the coursework for any reasonable purpose.
- 4.3 The Student grants the School all necessary rights to use for any reasonable purpose photographic images of the Student made during the course.

5. Course Amendments

- 5.1 The School reserves the right to make changes to the course syllabus, lecturers, timing and any other details of a course as the Principal deems necessary.
- 5.2 The School reserves the right to cancel all or part of a course at any time subject to repayment of fees received in relation to the cancelled part of the course.



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- 5.3 The School reserves the right to reschedule course dates or switch to remote learning at any time when circumstances beyond its control prevent the course to take place in person in the schoolroom, including, but not limited to, fires, floods, earthquakes, volcanoes and other Acts of God, terrorism, strikes, delay caused by transport disputes, failure to provide a lecture caused by a death in the trainer's family, illness of the trainer, Government edict or regulation. Under no circumstances will this be cause for a repayment of fees, in full or in part, to the Student.

6. Awards

- 6.1 The School reserves the right not to award a diploma if:
- 6.1.1 the Student does not reach the minimum pass mark for the course; or
 - 6.1.2 the Student is absent for any reason for more than 10% of the course.

7. Exclusion

- 7.1 The School reserves the right to exclude the Student either permanently or temporarily from the School if:
- 7.1.1 it has reason to believe that the Student poses a risk to other students or staff; or
 - 7.1.2 the Principal deems the Student's conduct to be inappropriate or disruptive; or
 - 7.1.3 the Student is persistently in breach of these terms and conditions or the house rules and course-specific rules notified to the Student from time to time; or
 - 7.1.4 the Student has misled the School on the application form; or
 - 7.1.5 the Student does not meet the course's specific attendance requirements if any, or what in the view of the Principal (the Principal's decision being final) shall constitute a reasonable requirement for the Student's attendance on the course in question such that the Student will achieve the learning objectives.
 - 7.1.6 the Student's fees are overdue.

8. Limit to Liability

- 8.1 The School shall not be liable for:
- 8.1.1 any loss of personal property; or
 - 8.1.2 the consequences of events beyond its reasonable control; or
 - 8.1.3 any indirect or consequential losses or loss of profits incurred by the student; or
 - 8.1.4 any costs incurred by the Student in producing his or her coursework.

9. General

- 9.1 The Contract contains all the contractual terms agreed between you and the School.
- 9.2 No failure or delay by the School in enforcing any of its rights under the Contract shall be deemed to be a waiver of such right.
- 9.3 The Contract shall be governed by English Law.