



## Full-time & Part-time Certificate/ Higher Certificate Courses in Traditional Jewellery & Goldsmith Skills

### Terms & Conditions

#### Your Course Booking

- Welcome to The School of Jewellery Full Time Certificate Course T & C's. These T & C's are intended to be practical and non - restrictive and we operate a friendly and informal learning environment. This being noted, there are some common sense T & C's that we expect all students and staff to embrace.
- A non-refundable (fully transferable) 15% deposit payment books your place on the full-time course.
- The balance of your payment is due 90 days prior to your course commencement.
- No place can be confirmed without full payment.
- Your course fee relates to the course that you have booked and the specific class time that you have chosen.
- In the event that you are unable to attend the course that you have booked, your course payment may be transferred at the discretion of The School of Jewellery and subject to availability on an alternative course.
- Course transfer requests will only be accepted up to 90 days prior to the Course commencement date. Thereafter, your full course payment will be forfeited.
- Only one booking transfer is permitted to another scheduled Full Time Course.
- In the event that you do not attend a course, or do not notify us that you will not be attending and arrange an alternative course, your course fee will be forfeited in its entirety.
- There is a 7 day cooling off period from the day of paying your 15% booking deposit - during which you will receive a full refund (less administrative fees of 5%) if requested.
- If you have any health issues or are pregnant please notify The School at the time of booking.
- It is at the discretion of The School of Jewellery Ireland to accept or reject your enrolment on any course.

#### Safe Practice in the Studio

- It is advisable that you wear sensible footwear (no sandals or high heels).
- Long hair must be tied back at all times please.
- Always be considerate of others and act responsibly - you are not just responsible for your own health and safety, but for that of those around you as well.
- All printed worksheets at the School of Jewellery are protected under copyright law. It breaches all agreements that you have made with the School of Jewellery to copy, photograph or remove any printed worksheets.

The Garden Studio, 87 North Circular Road, Dublin 7, Ireland.

Telephone: 00 353 1 838 0693 Mobile: 00 353 87 794 8025

Email: [studio@theschoolofjewellery.ie](mailto:studio@theschoolofjewellery.ie)

[www.theschoolofjewellery.ie](http://www.theschoolofjewellery.ie)



- Projects undertaken by students at The School of Jewellery are at the discretion of your tutor.
- You are not permitted to use equipment or machinery unless the tutor is in the workshop and until you've had an induction from the tutor and have been supervised whilst using the equipment for the first time.
- It is your responsibility to make sure that you understand how to use the machinery, tools, equipment and chemicals that you have been shown. If you are not sure, please ask your tutor.
- Always refer to the Safe Systems of Work notices (located near each machine and soldering station) before using it, following the instructions for PPE (personal protective equipment) such as safety glasses, aprons, gloves and masks. If you are not sure, please ask your tutor.
- NEVER wear gloves when using rotary machinery such as polishing motors.
- At the end of each class, tools must be cleaned, wax blades removed from saws, tools returned to their proper places and work surfaces and lemel (brass or silver filings from the leather bench skin) put in the appropriate lemel pot and your bench cleaned and swept down.

#### General Practice

The School of Jewellery understand a student's need to get inspiration from other Design Influences within reason and we encourage your individual design development. However, the Copyright Laws are strictly adhered to in The School of Jewellery and we are bound to protect the Design Copyright of our Student's, Tutor's and other Craftspeople.

The School Of Jewellery reserves the right to amend and update these T & C's at any time during the course of any programme and any alteration will be informed to students via email and notices posted throughout the School.

Enrolment in any course at The School of Jewellery indicates acceptance of all of the aforementioned T & C's. If you do not accept the T & C's, you must bring this to the attention of the tutor before the start of any course in which you are enrolled.

With many thanks,

THE SCHOOL OF JEWELLERY IRELAND

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