



# Summer School at CSVPA

At Cambridge School of Visual & Performing Arts we offer a range of diverse and creative summer courses.

If you are passionate about the arts and want to explore your creativity with others young artists then spend the summer with us. Our summer courses are also an excellent way to prepare for full time study!

## Accommodation

Our accommodation is located in safe, beautiful surroundings, about 20-25 minutes' walk from the campus. We offer a balance between supervision and independence to make sure that you are comfortable and happy in your accommodation.

## Meals

Meals are included within the fees and include breakfast, lunch and evening meals all served on campus in the cafeteria.

## Evening Activities

Evening activities are compulsory for all students under 18 years old. Activities might include under 18s club night, the cinema, games or music in the park, bowling, a ghost tour or a quiz night

## Excursions

Saturday excursions are compulsory for under 18 year old students. Every week we organise a different trip giving you the opportunity to explore UK attractions. For example, trips might include visits to the V&A, Tate Modern, Tate Britain, Science Museum, Natural History Museum or Southwold Beach. Saturday trips include transport, ticket entry and packed lunches.



WEEK COMMENCING (SUNDAY)	23 JUN	30 JUN	07 JUL	14 JUL	21 JUL	28 JUL	04 AUG	11 AUG	AGE
Fashion (1 - 2 weeks)									14 - 18
Fashion Communication (1 week)									14 - 18
Fashion Styling (1 week)									14 - 18
Fashion Make Up									14 - 18
Graphics & Illustration (1 week)									14 - 18
Painting and Drawing (1 week)									14 - 18
3D Design (1 week)									14 - 18
Photography (1 week)									14 - 18
Animation (1 week)									14 - 18
Game Design (1 week)									14 - 18
Film Making (1 - 2 weeks)									14 - 18
Musical Theatre (1 - 2 weeks)									14 - 18
Acting (1 - 2 weeks)									14 - 18
Music Production (1 week)									14 - 18
Portfolio Preparation (3 weeks)									15 - 18

\*All prices include accommodation, meals, transfers & registration fee.  
There is also an additional fee of £150 will apply for unaccompanied minor services.  
NB: the 1 week subjects, course content is generally the same each week.



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# Painting & Drawing



Using a wide range of mark making techniques in different materials you will explore contemporary painting and drawing using Cambridge as your inspiration and being guided by your expert tutor. You will visit a local gallery and build your skills to include a wide range of contextual perspective and create a strong body of visually interesting works.



## WHAT'S INCLUDED



### TUITION

25+ Hours tuition focused on techniques applied to various subjects in a variety of locations



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course.



LEARN FROM ART AND DESIGN PROFESSIONALS

This programme will give you the chance to study in central Cambridge in a fun and creative environment led by experienced tutors at CSVPA.

BROADEN YOUR SKILLS IN THE INDUSTRY

Drawing is the basis for any creative art. This course is ideal for those that want to pursue careers in fine art and illustration. It also provides a foundation for different creative disciplines including graphics, fashion, 3D and animation. The activities on this course help you to think creatively and challenge your mind set and approach to artistic problems. You will also have the opportunity to visit galleries and museums and gather research to inform your own responses.

DEVELOP YOUR SKILLS IN:

Observation and self-expression | Print making | Collage | Mixed media Drawing | Still life

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course..

Average class size  
14 students

Accommodation  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements  
Age: 14 - 18  
  
International students should have at least an Upper Intermediate level of English

Start Dates:  
Sunday 23rd June 2024 (one week)  
Sunday 07th July 2024 (one week)  
Sunday 21st July 2024 (one week)

Price:  
£1,815 (one week)

Programme Outcomes

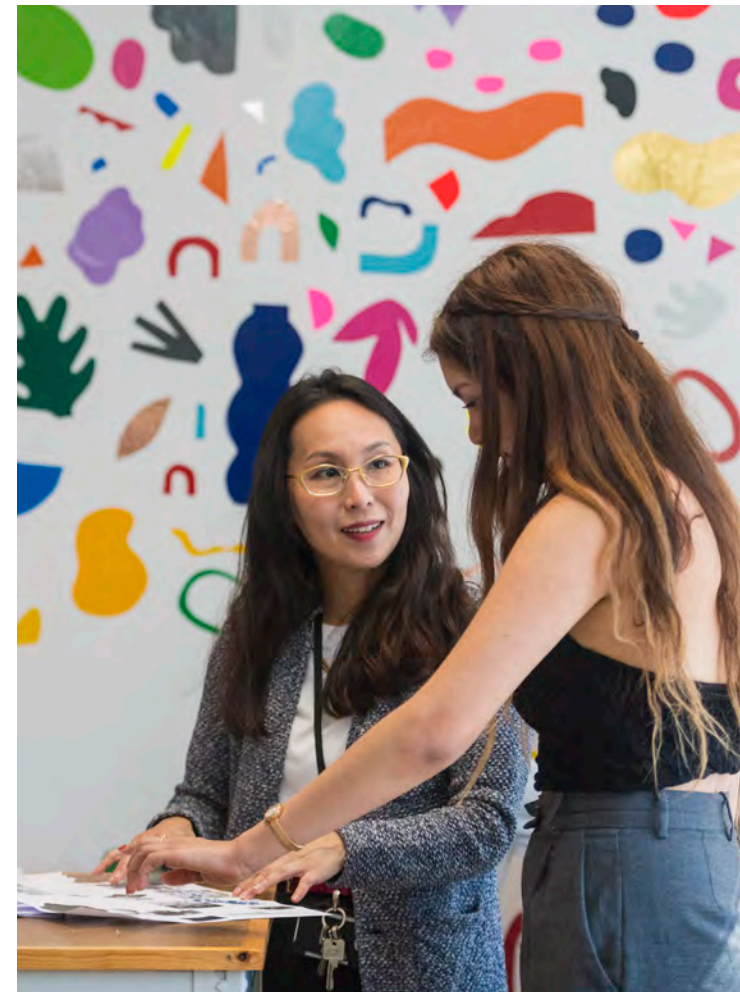
- 1. You will gain inspiration from visiting world-class Cambridge museums and galleries
- 2. You will develop your understanding through experimentation with a multitude of painting and drawing techniques
- 3. You will have the opportunity to discuss your work and share your ideas with tutors that are industry professionals

Week 1	MORNING 08:00-12:00			12:00- 13:30	AFTERNOON 13:00-16:00		16:30 - 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour						DINNER	Evening Activities
Monday	BREAKFAST	Introduction and outline activities for the week. Introductory drawing activities. Introduction to drawing. Contour line drawing activities.	LUNCH	Drawing on location. Group critique.		Park Social Time - City View Ferris Wheel		
Tuesday		Introduction to tone. Tonal papers. Different pencils and how they affect tone.		Walking excursion. Observational drawing on location. Group critique.		Bowling /Ice Skating / Rock Climbing		
Wednesday		In studio focus on drawings made so far. Introduction to make making, printmaking, and texture.		Introduction to colour, colour theory, colour bias. Colour mixing demonstration and exercises.		Talent Show / Trashion Show/ Tie Dye Arts & Crafts		
Thursday		Painting workshops. Introduction and demonstration of acrylic mediums, glazes, brushes, palette knives. Students explore these ideas. Still life painting using everything learned so far.		Style workshop. Student project focusing on colour, light, space, form, shape/line, texture, depth. Decide on final compositions that can be turned into mixed-media drawings or paintings.		Cinema / Punting		
Friday		Workshop focused on final compositions. Demonstrate methods.		Complete final work. Presentations of work to other students. Certificate presentation.		CSVPA Disco / Dance Party		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)						Free Evening
Sunday	Departure							

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# Fashion Communication



Fashion communication is a multi-skilled creative discipline. Through fashion illustration, digital skills, brand development and creative manual we will introduce you to the key areas of visual communication within the fashion industry. All workshops will be carefully planned to teach skills needed to build a knowledge that equips you for further education in fashion communication.



## WHAT'S INCLUDED



### TUITION

25+ Hours tuition comprised of lectures and creative practical workshops working towards a final exhibition.



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final presentation exhibition



LEARN FROM ART AND DESIGN PROFESSIONALS

This programme will give you the chance to study in central Cambridge in a fun and creative environment led by experienced tutors at CSVPA.

BROADEN YOUR SKILLS IN THE INDUSTRY

Explore the world of fashion communication and get an introduction to the fashion media industry. Develop your skills in both digital and manual creative solutions in the fashion communication field.

DEVELOP YOUR SKILLS IN:

Brand concept | Magazine layout | Logo design | Printing processes

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

Average class size

14 students

Accommodation

Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements

Age: 14 - 18

International students should have at least an Upper Intermediate level of English

Start Dates:

Sunday 14th July 2024 (one week)

Price:

£1,815 (one week)

Programme Outcomes

- 1. You will develop an understanding of brand concept and the world of fashion communication
- 2. You will gain a broad understanding of magazine layouts in the fashion media industry
- 3. You will develop a basic understanding of logo design

Week 1	MORNING 08:00-12:00			12:00 – 13:00	AFTERNOON 13:00-16:00		16:30 – 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour						DINNER	Evening Activities
Monday	BREAKFAST	Introduction and ice breakers. What is the Art Director?	LUNCH	Developing a mood board. Use of collage, marking, and sketch.		Park Social Time – City View Ferris Wheel		
Tuesday		Visual Merchandising. Group task.		Build and develop visual language through use of 3D mock-up.		Bowling /Ice Skating / Rock Climbing		
Wednesday		Being a Fashion Communicator. Create a written piece ready for print.		Developing use of fonts, layout, and text. Share your work!		Talent Show / Trashion Show/ Tie Dye Arts & Crafts		
Thursday		Being a Digital Communicator. Photoshop. Mark-making and font layering.		Photoshop project – Digital print.		Cinema / Punting		
Friday		Using the digital print made previously, upcycle and customise a t-shirt.		Fashion Shoot – students work in small groups to photograph customised t-shirts. Certificate presentation.		CSVPA Disco / Dance Party		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)						Free Evening
Sunday	Departure							

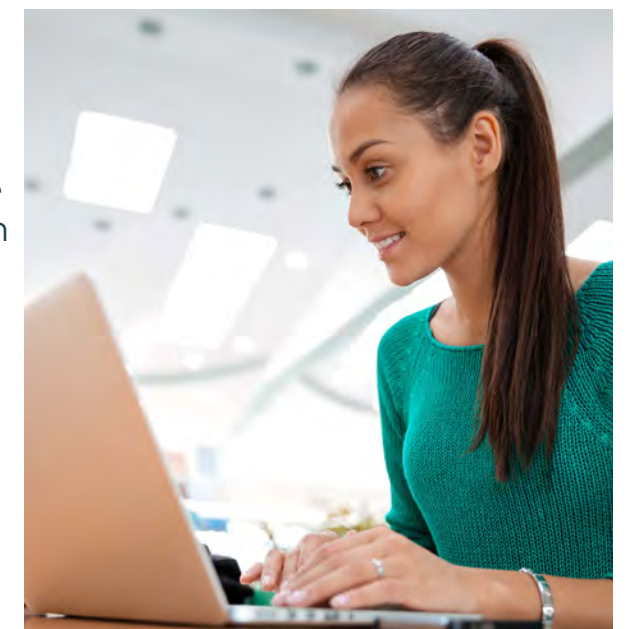
Sample timetables are illustrative only. We reserve the right to make changes without notice.



# Game Design



Aimed at individuals who live for games, this creatively and technically demanding one-week course explores the creative possibilities in developing your own game. Using a range of software packages to create 3D characters and backgrounds you will learn how to develop game narratives, characters and plots. You will begin to think and work like a games designer, understanding how to create game challenges, rules and logic. It will give you an important first step into understanding the games industry and ideal for students who are thinking about future development of their ideas into a more substantial piece of work.



## WHAT'S INCLUDED



### TUITION

25+ Hours tuition comprised of lectures and workshops working towards the presentation of a project



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and project presentation.



LEARN FROM ART AND DESIGN PROFESSIONALS

This programme will give you the chance to study in central Cambridge in a fun and creative environment led by experienced tutors at CSVPA.

BROADEN YOUR SKILLS IN THE INDUSTRY

Throughout the week, you will learn how to design and build a sector piece for a game, start to design the backdrops on paper and research using Padlet for mood boards You will also gain an understanding of concepts for games, game engines and will receive an introduction to texturing.

DEVELOP YOUR SKILLS IN:

Concepts for games | Designing and building a sector piece for a game | Texturing  
Unity Games Engines | Maya

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

Average class size  
10 students (Max)

Accommodation  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)Excursions are also included

Requirements  
Age: 14 - 18

International students should have at least an Upper Intermediate level of English

Start Dates:  
Sunday 14th July 2024 (one week)  
Sunday 21st July 2024 (one week)

Price:  
£1,815 (one week)

Programme Outcomes

- 1. You will have explored a range of practical concepts in creating a sector piece for a game
- 2. You will have had the opportunity to solve creative briefs through a range of techniques and skills guided by our highly experienced staff
- 3. You will have a basic understanding of game engines
- 4. You will be able to create basic texturing

Week 1	MORNING 08:00-12:00		12:00- 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities
Monday	BREAKFAST	Introduction to Photoshop.	LUNCH	Concept Art.		Park Social Time - City View Ferris Wheel
Tuesday		Introduction to 3D modelling.		3D modelling continued.		Bowling /Ice Skating / Rock Climbing
Wednesday		Introduction to Texturing.		Introduction to Animation.		Talent Show / Trashion Show/ Tie Dye Arts & Crafts
Thursday		Game Engines and importing your assets.		Game Engines continued.		Cinema / Punting
Friday		Compiling a Reel.		Compiling a Reel. Portfolio sharing session. Certificate presentation.		CSVPA Disco / Dance Party
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening
Sunday	Departure					

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# Fashion



This two week fashion course will introduce you to the design side of the industry. You'll work in a studio with the guidance of a specialist teacher and alongside your peers, within a creative, collaborative and fun environment.



## WHAT'S INCLUDED



### TUITION

25+ Hours of tuition comprised of creative practical workshops working towards the completion of a portfolio



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide you the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final fashion show



**LEARN FROM FASHION SPECIALISTS**  
Our lecturers are all working professionals who will spend time, sharing their industry level knowledge that underpins the teaching at all levels in the college.

**BROADEN YOUR SKILLS IN THE FASHION WORLD**  
Through a series of fun and practical workshops you will experience a range of new techniques aimed at building a basis of creative skills necessary for further educational courses in Fashion.

**DEVELOP YOUR SKILLS IN:**  
Draping | Pattern cutting | Machine sewing | Fashion illustration | Fashion styling | Fabric manipulation.

**PROGRESSION AT CSVPA**  
Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

**Average class size**  
18 students

**Accommodation**  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

**Requirements**  
Age: 14 - 18

Minimum English standard:  
Equivalent to IELTS 5.0/ Intermediate

A small portfolio is preferable

**Start Dates:**  
Sunday 30th June 2024 (1 - 2 weeks)  
Sunday 7th July 2024 (1 - 2 weeks)  
Sunday 14th July 2024 (1 - 2 weeks)  
Sunday 21st July 2024 (1 - 2 weeks)  
Sunday 28th July 2024 (1 - 2 weeks)  
Sunday 4th August 2024 (1 week)

**Price:**  
£1,815 (one week)  
£3,388 (two weeks)

Programme Outcomes

- 1. You will have gained the basic knowledge and understanding of the processes involved in garment design and making from our highly experienced staff.
- 2. You will have been introduced to design briefs that challenge your understanding and knowledge of contemporary fashion.
- 3. You will have experienced the fast-paced process of putting together a fashion show guided by the same team that work on our annual Foundation fashion events.

Week 1	MORNING 08:00-12:00		12:00 – 13:00	AFTERNOON 13:00-16:00	16:30 – 18:00	EVENING 19:30-22:00		
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities		
Monday	BREAKFAST	Introduction to Fashion Design .  Safe use of Fashion equipment and machinery.	LUNCH	Small group discussion: What is Fashion Design?  Deconstruction and Reconstruction.  Developing a portfolio.  Keeping a sketchbook of ideas.		City View Ferris Wheel		
Tuesday		Introduction to sewing room and sewing machines.  Sewing machine practice.		Introduction to fabrics and materials.  Sewing seams.  Basic principles of Pattern Cutting.		Bowling / Rock Climbing		
Wednesday		Introduction to Draping and Modelling.  Photography of draping.		Learning to airdrop images, print, and basic jpeg manipulation.  Introduction to mood board.		Talent Show		
Thursday		Continue Deconstruction/ Reconstruction project.		Add draping to the project.  Maintain all ideas in student sketchbook.		Cinema		
Friday		Continue developing ideas for 2D and 3D design and development within the sketchbook.		Finalise project. Photograph, annotate, develop.  Share final work with other students.  Course certificate presentation.		CSVPA Disco		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening		
Sunday		Free Day				Explore Cambridge		

Week 2	MORNING 09:00-12:00		12:00 - 13:00	AFTERNOON 13:30-16:00	16:30 - 18:00	EVENING 19:30-22:00		
Monday	BREAKFAST	Recap of Week 1.  Introduction to Project 2: Fashion Geometry.  Small group work.	LUNCH	Mood board.  Annotation.  Primary and Secondary Research.	DINNER	Park Social Time		
Tuesday		Using textiles to design.  Draping, research.		Design and Development.  Workshop: Collage.		Ice Skating		
Wednesday		Start toiling and construction of prototype.  Demonstrations: invisible zip, industrial overlocker, hem finishings, binding.  Constructing the prototype.		Demonstration: bias binding, snap binding.  Workshop: Working Drawing.  Continually photograph to record progress.		Trashion Show		
Thursday		Recap of Wednesday's session.  Continue creation of prototype.		Continue creation of prototype.		Punting		
Friday		Recap of Thursday's session.  Continue creation of prototype.		Finalise project. Photograph, annotate, develop.  Sharing of final project with other students.  Course certificate presentation.		Dance Party		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Tie Dye Arts and Crafts		
Sunday		Departure						

Sample timetables are illustrative only. We reserve the right to make changes without notice.

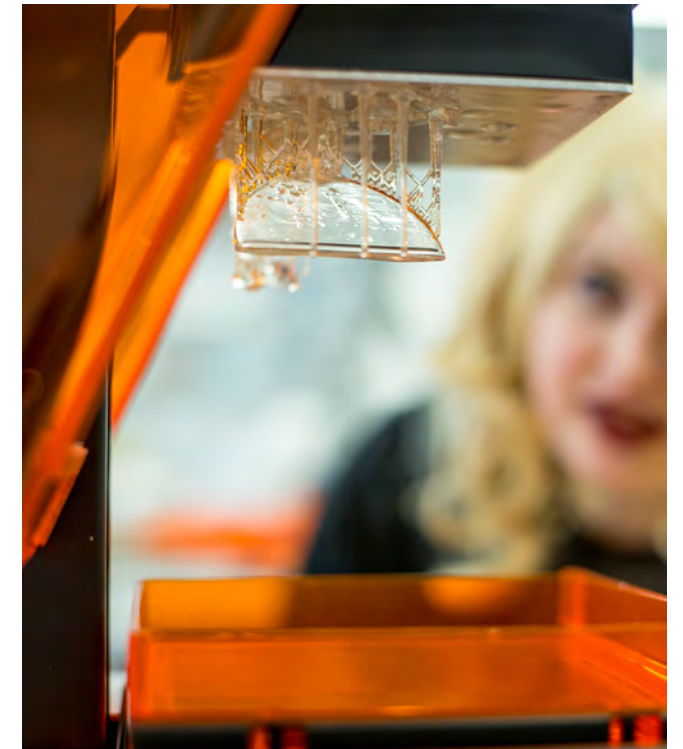


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ARTS

# 3D Design



This one-week 3D design course will give you the opportunity to explore different iconic materials used in product design, researching their properties and uses throughout history. You will be introduced to drawing techniques, 3D making skills as well as product photography allowing you to explore the product design process from concept development through to design. Access will be given to the college's workshops giving you the opportunity to experiment and investigate materials before creating your 3D product.



## WHAT'S INCLUDED



### TUITION

25+ Hours tuition comprised of lectures and creative practical workshops working towards a final project



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final project



LEARN FROM ART AND DESIGN PROFESSIONALS

This programme will give you the chance to study in central Cambridge in a fun and creative environment led by experienced tutors at CSVPA.

BROADEN YOUR SKILLS IN THE INDUSTRY

Exploring idea generation through material investigation and fabricating processes, you will gain an understanding of the basic skills required for a wide range of 3D design disciplines. Through experimentation and quick-fire responses to the brief, you will start to understand the idea behind key 3D Design principles, including scale, abstraction, material, structure, form movement and colour and their place within wider design pathways.

DEVELOP YOUR SKILLS IN:

Material understanding | Model fabrication |  
Presentation | Idea generation and development | Conceptual thinking

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

Average class size  
14 students

Accommodation

Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements

Age: 14 - 18

International students should have at least an Upper Intermediate level of English

Dates available:

Sunday 07th July 2024 (one week)

Sunday 28th July 2024 (one week)

Price:

£1,815 (one week)

Programme Outcomes

- 1. You will, through problem solving, create 10 outcomes answering the brief based around redesigning a single object
- 2. You will utilise state of the art laser cutting technology to prototype conceptual ideas
- 3. Project will culminate in a group presentation of outcomes that peers will be able to discuss new ideas and skills developed over the week’s activities

Week 1	MORNING 08:00-12:00			12:00 - 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour					DINNER	Evening Activities
Monday	BREAKFAST	Introduction and overview of the week. Introduction to first project.	LUNCH	Continue construction of first project. Photograph to document completion.	Park Social Time - City View Ferris Wheel		
Tuesday		Introduction to casting. Demonstration of basic ideas of casting. Begin casting project.		Continue casting project with different materials.	Bowling /Ice Skating / Rock Climbing		
Wednesday		Excursion to Kettle's Yard, focusing on observing sculptures.		Sculpting through touch.	Talent Show / Trashion Show/ Tie Dye Arts & Crafts		
Thursday		Introduction to relief sculpture. Demonstration of relief casting. Student project using clay.		Continue clay relief sculptures.	Cinema / Punting		
Friday		Finalise all project work. Group critique. Of all the projects, what is your favourite work and why?		Group exhibition. Students present their work to each other. Certificate presentation.	CSVPA Disco / Dance Party		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)					Free Evening
Sunday	Departure						

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# Musical Theatre



This popular, fun and challenging course is lead by theatre professionals, all of whom have worked on stage and/or screen and have extensive teaching experience. Students can expect a series of rigorous and intensive classes per week in singing, dancing and acting, geared towards a cabaret style performance at the end of the second week.



## WHAT'S INCLUDED



### TUITION

25+ Hours of tuition comprised of workshops and rehearsals working towards a final performance.



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final performance



**LEARN FROM ART AND DESIGN PROFESSIONALS**  
Our lecturers are all working professionals who will bring valuable industry experience to the programme.

**BROADEN YOUR SKILLS IN THE INDUSTRY**  
Through workshops, classes and group work you will become familiar with the skills and knowledge that will serve as a perfect starting point for future education in Musical Theatre. Throughout the course you will become familiar with jazz dance, vocal techniques, acting through song and ensemble work. You will also have the opportunity to learn acting and improvisation techniques.

**DEVELOP YOUR SKILLS IN:**  
Jazz Dance | Breathing techniques | Placement in singing | Character Development | Communication through song

**PROGRESSION AT CSVPA**  
Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

**Average class size**  
16 students

**Accommodation**  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

**Requirements**  
Age: 14+

International students should have at least an Upper Intermediate level of English

**Start Dates:**  
Sunday 23rd June 2024 (1 - 2 weeks)  
Sunday 30th June 2024 (1 - 2 weeks)  
Sunday 7th July 2024 (1 - 2 weeks)  
Sunday 14th July 2024 (1 - 2 weeks)  
Sunday 21st July 2024 (1 - 2 weeks)  
Sunday 28th July 2024 (1 - 2 weeks)

**Price:**  
£1,815 (one week)  
£3,388 (two weeks)

Programme Outcomes

- 1. You will have a explored range of practical work within singing, dance and acting.
- 2. You will have worked toward the integration of song with dance and acting.
- 3. You will have gained stamina as a performer, and confidence to present your newly acquired and developing skills from the two weeks in front of an audience.
- 4. You will have enjoyed the sense of community developed while rehearsing.

Week 1	MORNING 09:00-12:00		12:00 – 13:30	AFTERNOON 13:30-16:00	16:30 – 18:00	EVENING 19:30-22:00		
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities		
Monday	BREAKFAST	Introduction to the course – games and exercises to promote confidence, playfulness and to meet each other.	LUNCH	Vocal ensemble –introduction to group singing.  Introduction to the course - dance exercises and choreography to begin developing dance techniques		City View Ferris Wheel		
Tuesday		Acting – what is acting? Exploring exercises and techniques of key principles of actor training.  Jazz dance – learning musical theatre choreography in order to show technique.		Vocal ensemble – introducing musical theatre repertoire songs.  What is play? – Improvisation, movement and devising skills.  Begin ensemble choreography.		Bowling / Rock Climbing		
Wednesday		Music learning – to work on ensemble pieces for performance.  Choreography – working on dance elements for performance.		Song and dance – exploration of character development and communication within song.  Dance technique – developing confidence.		Talent Show		
Thursday		Acting and movement – how an actor communicates with an audience through use of physical action.  Jazz dance – learning musical theatre choreography in order to show technique.		Vocal ensemble – introducing musical theatre repertoire songs.  Acting – introduce a selection of naturalistic and non-naturalistic acting techniques.		Cinema		
Friday		Dance technique – developing choreography.  Acting - voice and text - introducing performance script and beginning rehearsal process.		Song and dance – exploration of character development and communication within song.  Developmental play – physical practices to develop awareness and spontaneity.		CSVPA Disco		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening		
Sunday		Free Day				Explore Cambridge		

Week 2	MORNING 09:00-12:00		12:00 - 13:30	AFTERNOON 13:30-16:00	16:30 - 18:00	EVENING 19:30-22:00		
Monday	BREAKFAST	Music learning – to work on ensemble pieces . Dance technique – developing choreography.	LUNCH	Rehearsals.	DINNER	Park Social Time		
Tuesday		Actor and character – techniques in relation to characterisation. Dance technique –rehearsing choreography.		Rehearsals.		Ice Skating		
Wednesday		Music learning – to work on ensemble pieces for performance. Choreography – working on dance elements for performance.		Rehearsals.		Trashion Show		
Thursday		Rehearsals. Notes.		Rehearsals – technical rehearsal.		Punting		
Friday		Dress rehearsal. Notes.		Performances and awarding certificates.		Dance Party		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening		
Sunday		Departure						

This is a sample programme and all elements may be subject to change.





# CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS

## Graphics & Illustration



Using both traditional and digital techniques you will explore contemporary communication design and narrative Illustration; by experimenting with a wide range of skills you will produce work that demonstrates aspects of both Graphical and Illustrative theory and studio based processes. You will leave the course with digitally printed examples of your work.



### WHAT'S INCLUDED



#### TUITION

25+ Hours tuition focused on techniques applied to various subjects in a variety of locations



#### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



#### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



#### CERTIFICATE

Awarded for the successful completion of the course.



LEARN FROM ART AND DESIGN PROFESSIONALS

This programme will give you the chance to study in central Cambridge in a fun and creative environment led by experienced tutors at CSVPA.

BROADEN YOUR SKILLS IN THE INDUSTRY

Through a series of fun and engaging tasks you will learn how your work can be manipulated through hand rendered techniques and finalised digitally to add to your portfolio as you develop work, constructing a body of art work that will extend your thinking and help you in your future college applications.

DEVELOP YOUR SKILLS IN:

Composition | Illustrative techniques | Typography | Portfolio Creation

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

Average class size

14 students

Accommodation

Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements

Age: 14 - 18

International students should have at least an Upper Intermediate level of English

Start Dates:

Sunday 30th June 2024 (one week)

Sunday 14th July 2024 (one week)

Sunday 28th July 2024 (one week)

Price:

£1,815 (one week)

Programme Outcomes

- 1. You will be able to think more creatively regarding your use of materials, mediums, composition
- 2. You will develop a broad understanding of typography and illustrative techniques
- 3. You will acquire a basic understanding of digital software to output your final work that is portfolio ready

Week 1	MORNING 08:00-12:00			12:00- 13:00	AFTERNOON 13:30-16:00		16:30 - 18:00	EVENING 19:30-22:00	
Sunday	Arrival, induction and campus tour						DINNER	Evening Activities	
Monday	BREAKFAST	Introduction to the week’s activities. Introduction to typography. Presentation of different examples. Workshop on typography and design.	LUNCH	Exploration of different mediums and techniques to create typography.  Introduction to InDesign and Illustrator .		Park Social Time - City View Ferris Wheel			
Tuesday		Review brief for the week. Introduction to Illustration. Observational drawing exercise.		Drawing on location around Cambridge.  Group feedback.		Bowling /Ice Skating / Rock Climbing			
Wednesday		Introduction to colour and design. Walking excursion to the Fitzwilliam Museum with drawing tasks.		In studio again, workshop on development of drawings into unique illustrative style.		Talent Show / Trashion Show/ Tie Dye Arts & Crafts			
Thursday		Refine ideas and sketch final poster design.  Introduction to scanning using Adobe Illustrator, InDesign, or Photoshop. Adding effects or texture.		Time to work on your final piece, develop ideas, and experiment.		Cinema / Punting			
Friday		Work on your final piece, focusing on illustration and typography.		Print and present designs in format of your choice.  Present final piece. Certificate presentation.		CSVPA Disco / Dance Party			
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)						Free Evening	
Sunday		Departure							

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS



## Animation



This exciting one-week course is ideal for any budding animator who wants to develop their traditional and digital animation techniques. Over the course of the week, you will understand the fundamental principles of character design, layout, story boarding and animation. Using cel and stop motion character animation, together with editing conventions you will learn how to produce animated sequences and stories.



### WHAT'S INCLUDED



#### TUITION

25+ Hours tuition comprised of workshops focusing on practical skills and techniques working towards the production of a film clip.



#### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



#### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



#### CERTIFICATE

Awarded for the successful completion of the course and final film clip.



COURSE BENEFITS

LEARN FROM ART AND DESIGN PROFESSIONALS

This programme will give you the chance to study in central Cambridge in a fun and creative environment led by experienced tutors at CSVPA.

BROADEN YOUR SKILLS IN THE INDUSTRY

Through workshops, individual and group projects and practical tasks, you will become acquainted with the skills and knowledge that will serve as a perfect starting point for future education and possible careers in the animation industry. Throughout the course you will become familiar with storyboarding, clay modelling, collage and cel animation along with relevant software such as Photoshop, After Effects, Premiere Pro, Animate and Dragonframe.

DEVELOP YOUR SKILLS IN:

Storyboarding | Character Design | 2D cel animation | Keyframe animation | Stop Motion

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

COURSE OUTCOMES

You will learn how to construct a narrative using storyboarding and character design techniques.

You will explore how to make an animated sequence using the latest Adobe software and Dragonframe stop motion software

Average class size  
14 students

Accommodation  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements  
Age: 14 - 18  
  
International students should have at least an Upper Intermediate level of English

Start Dates:  
Sunday 30th June 2024 (one week)  
Sunday 07th July 2024 (one week)

Price:  
£1,815 (one week)

Programme Outcomes

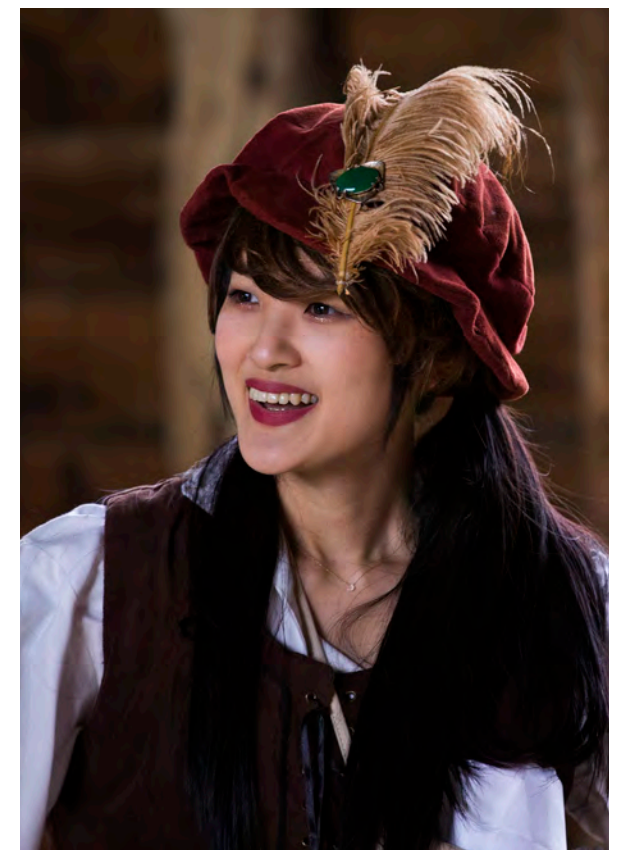
- 1. You will learn how to construct narrative using storyboard and character design techniques
- 2. You will explore how to make an animated sequence using the latest Adobe software
- 3. You will be introduced to 3D modelling using Sculptris and/or Blender

Week 1	MORNING 08:00-12:00			12:00-13:00	AFTERNOON 13:00-16:00		16:30 - 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour						DINNER	Evening Activities
Monday	BREAKFAST	Introduction and icebreakers.	LUNCH	Bouncing ball animation.		Park Social Time - City View Ferris Wheel		
		Introduction of After Effects and simple animation.		Anchor points, timing, and complex compositions.				
Tuesday		Intro to stop motion.		Group project.		Bowling /Ice Skating / Rock Climbing		
		Presentation using plasticine and models.		Create a model or character and attempt to walk and interact with other characters.				
		Introduce camera and Dragon Frame.						
Wednesday		2D frame by frame animation.		Create hand-drawn animations of a character.		Talent Show / Trashion Show/ Tie Dye Arts & Crafts		
		Animation principles: facial expressions and walk cycles.		Scan/shoot animations and learn how to import in After Effects.				
Thursday		Presentation of animatics.		Draw storyboarding ideas.		Cinema / Punting		
		Breakdown of storytelling techniques.		How to use a light box.				
Friday	Create Animatic Animate After Effects Premiere	Create Film Clip		CSVPA Disco / Dance Party				
Saturday	Included Full Day Excursion: London (including gallery or museum visit and shopping time)						Free Evening	
Sunday	Departure							

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# Acting



In the first week, professional actors will lead you through drama exercises designed to help develop creativity, spontaneity, freedom and authenticity in performance. In the second week, the ensemble work together to rehearse a short production, performed for an invited audience.

## WHAT'S INCLUDED



### TUITION

25+ Hours of tuition comprised of workshops and rehearsals working towards a final performance.



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final performance



**LEARN FROM ART AND DESIGN PROFESSIONALS**  
Our lecturers are all working professionals who will bring valuable industry experience to the programme.

**BROADEN YOUR SKILLS IN THE INDUSTRY**  
Through research, intensive tuition, rehearsals and a final performance, you will become acquainted with the skills and knowledge that will serve as a perfect starting point for future education. Throughout the course you will become familiar with acting, voice, movement, improvisation and ensemble work.

**DEVELOP YOUR SKILLS IN:**  
Voice | Movement | Improvisation | Ensemble work | Shakespeare | Staging

**PROGRESSION AT CSVPA**  
Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

**Average class size**  
16 students

**Accommodation**  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

**Requirements**  
Age: 14+  
  
International students should have at least an Upper Intermediate level of English

**Start Dates:**  
Sunday 23rd June 2024 (1 - 2 weeks)  
Sunday 30th June 2024 (1 - 2 weeks)  
Sunday 7th July 2024 (1 - 2 weeks)  
Sunday 14th July 2024 (1 - 2 weeks)  
Sunday 21st July 2024 (1 - 2 weeks)  
Sunday 28th July 2024 (1 - 2 weeks)

**Price:**  
£1,815 (one week)

Programme Outcomes

- 1. You will gain an understanding of basic acting techniques
- 2. You will experience working as part of an ensemble and developing the skills of playfulness, improvisation and devising
- 3. You will understand a range of activities in developing and delivering a performance.

Week 1	MORNING 08:00-12:00		12:00- 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00		
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities		
Monday	BREAKFAST	Introduction to the course – games and exercises to promote confidence, playfulness and to meet each other.	LUNCH	Ensemble – introduction to group working through either song or acting.  Acting - exercises to begin developing acting techniques.		City View Ferris Wheel		
Tuesday		Acting – what is acting? Exploring exercises and techniques of key principles of actor training.  Movement/dance – developing physical choreography in order to explore technique.		Ensemble – developing skills in group working through either song or acting components  What is play? – Improvisation, movement and devising skills		Bowling / Rock Climbing		
Wednesday		Actor and character – techniques in relation to characterisation.		Acting and movement – how an actor communicates with an audience through use of physical action.		Talent Show		
Thursday		Ensemble – continuing to develop awareness of the ensemble.  Acting – introducing a selection of naturalistic and non-naturalistic acting techniques.		The theatrical text – develop knowledge of texts that are relevant to current practices in theatre and performance.  Developmental play – physical practices to develop awareness and spontaneity.		Cinema		
Friday		Acting Shakespeare – verse speaking and thought structure  Actor and character - techniques in relation to characterisation		Introduction of script.  Rehearsals		CSVPA Disco		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening		
Sunday		Free Day				Explore Cambridge		

Week 2	MORNING 08:00-12:00		12:00 - 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00
Monday	BREAKFAST	Movement – integration of movement / dance within a rehearsal setting	LUNCH	Acting – voice and text – developing technique Rehearsals	DINNER	Park Social Time
Tuesday		Actor and character – techniques in relation to characterisation		Rehearsals		Ice Skating
Wednesday		Acting – application of movement to text		Acting – character work Rehearsals		Trashion Show
Thursday		Rehearsals		Rehearsals – technical rehearsal		Punting
Friday		Rehearsals – dress rehearsal		Performances and awarding certificates		Dance Party
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening
Sunday		Departure				

Sample timetables are illustrative only. We reserve the right to make changes without notice.



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
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ARTS

# Film Making



This course will give you real insight into many aspects of cinematography and the world of film. Whilst being fun and informative you will leave with a real sense of achievement as the two weeks culminate in the screening of your films.

## WHAT'S INCLUDED



### TUITION

25+ Hours of tuition comprised of lectures and creative practical workshops working towards a final presentation



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final presentation



**LEARN FROM ART AND DESIGN PROFESSIONALS**  
Our lecturers are all working professionals who will bring valuable industry experience to the programme.

**BROADEN YOUR SKILLS IN THE INDUSTRY**  
Through workshops, group projects and practical tasks, you will become acquainted with the skills and knowledge that will serve as a perfect starting point for future education and possible careers in the Film and TV production industry. Throughout the course you will become familiar with storyboarding, visual effects, special effects and animation along with relevant software such as Photoshop, After Effects, and Premiere Pro,

**DEVELOP YOUR SKILLS IN:**  
Cinematography | Editing | Lighting | Directing | Script writing | Modelling | Story Boarding | Animation | Character Design | VFX | SFX make up

**PROGRESSION AT CSVPA**  
Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

**Average class size**  
18 students

**Accommodation**  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

**Requirements**  
Age: 14+

Minimum English standard:  
Equivalent to IELTS 5.0/ Intermediate

**Start Dates:**  
Sunday 30th June 2024 (1 - 2 weeks)  
Sunday 7th July 2024 (1 - 2 weeks)  
Sunday 14th July 2024 (1 - 2 weeks)  
Sunday 21st July 2024 (1 - 2 weeks)  
Sunday 28th July 2024 (1 - 2 weeks)  
Sunday 4th August 2024 (1 - 2 weeks)

**Price:**  
£1,815 (1 - 2 weeks)

Programme Outcomes

- 1. You will have explored a range of practical and theoretical themes connected to the film, television and animation industries.
- 2. You will have had the opportunity to solve creative briefs through a range of techniques and skills guided by our highly experienced staff.
- 3. You will have had access to equipment including cameras and editing software.
- 4. You will have had the chance to present your films to staff and fellow students in a premiere

Week 1	MORNING 08:00-12:00		12:00 - 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities
Monday	BREAKFAST	Introduction. Watch film and discuss.	LUNCH	Take still photos in relation to text. Intro to Premier Pro. Discuss timing, cuts, dissolves.		City View Ferris Wheel
Tuesday		Introduction to Premiere Pro. Sequence setting, importing files. Cuts and fades, Layers, Cutting audio.		Show pixilation films. Demo stop motion. Pixilation exercise.		Bowling / Rock Climbing
Wednesday		Setting up and using the camera. Lenses. Exercise – shoot a simple scene.		Reshoot scene using range of shots. Watch and compare.		Talent Show
Thursday		Storyboarding exercise (from existing script). Share work. Play clip. Mise-en-scene and examples.		Lighting short tasks in small groups. Respond to challenges to create photo stills		Cinema
Friday		Experimental abstract film. Drawing on film workshop.		Project – handmade films. Short film project. Mood boards. Film Treatment.		CSVPA Disco
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening
Sunday	Free Day					Explore Cambridge

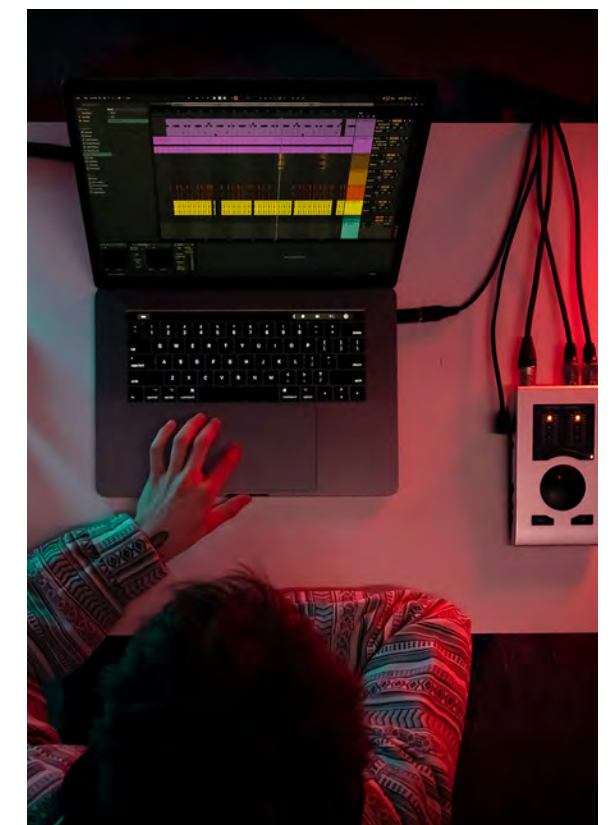
Week 2	MORNING 08:00-12:00		12:00 - 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00		
Monday	BREAKFAST	Presentation of short film ideas. Feedback/advice and discussion of resources needed. Script writing and development of mood board.	LUNCH	Scripts and Storyboards. Start filming.	DINNER	Park Social Time		
Tuesday		Planning for shoots. Construction of set and props. Finish storyboards. Rehearse scenes.		Groups begin shooting their films.		Ice Skating		
Wednesday		Continue all elements of film shoots.		All groups shooting their films.		Trashion Show		
Thursday		Shoot wrap-up. Progress to editing.		Continue editing the film. Design, print, and distribute posters.		Punting		
Friday		Final edit, export, and collation of videos.		Film screening with the group. Share with all students. Certificate presentation.		Dance Party		
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening		
Sunday		Departure						

Sample timetables are illustrative only. We reserve the right to make changes without notice.



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# Music Production



Music Production course will take students through elements of songwriting, production techniques, sequencing and recording in Logic, mixing, and mastering. Alongside practical and challenging projects our professional instructors will also give students valuable music industry information around promotion and releasing music.

## WHAT'S INCLUDED



### TUITION

25+ Hours of tuition comprised of workshops and rehearsals working towards a final recording.



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final performance of the recording.



LEARN FROM MUSIC PROFESSIONALS

Our lecturers are all working professionals who will bring valuable industry experience to the programme.

BROADEN YOUR SKILLS IN THE INDUSTRY

Through workshops, classes and group work you will become familiar with the skills and knowledge that will serve as a perfect starting point for future education in Music Production. Throughout the course you will become familiar with Songwriting and Production Skills, paired with real-world discussions about promotion and releasing your own music.

DEVELOP YOUR SKILLS IN:

Songwriting | Sequencing | Recording | Mixing | Mastering | Promotion

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

Average class size  
16 students

Accommodation  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements  
Age: 14 - 18  
  
International students should have at least an  
Upper Intermediate level of English

Start Dates:  
Sunday 23rd June 2024 (one week)  
Sunday 14th July 2024 (one week)

Price:  
£1,815 (one week)

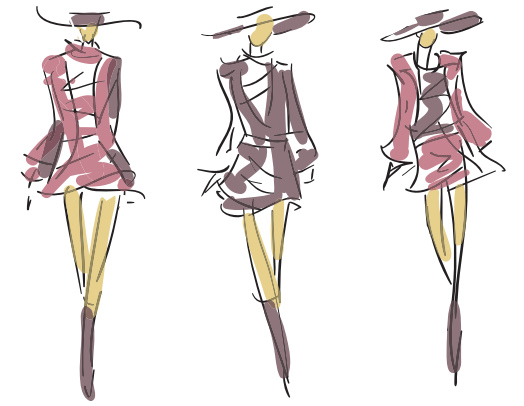
Programme Outcomes

- 1. You will have written an original song, as well as learned to sequence and live record elements of your original song.
- 2. You will learn basic mixing and post-production (mastering) techniques.
- 3. You will have the opportunity to discuss other aspects of the music industry such as the processes of releasing music and promoting yourself.
- 4. You will have enjoyed the creative development achieved while rehearsing and recording original music.

Week 1	MORNING 08:00-12:00		12:00 – 13:00	AFTERNOON 13:00-16:00		16:30 – 18:00	EVENING 19:30-22:00	
Sunday	Arrival, induction and campus tour					DINNER	Evening Activities	
Monday	BREAKFAST	Introduction to the course – games and exercises to promote confidence and to meet each other.	LUNCH	Basics of songwriting. Style and how to create a melody.			City View Ferris Wheel	
Tuesday		Continuing with your original song. Developing melody. How to support with harmony and rhythm. Basics of music theory within songwriting.		Continue songwriting. Introduction to sequencing.			Bowling / Rock Climbing	
Wednesday		Songwriting and sequencing continued.		Songwriting and recording demo. Setting up microphones and initial recordings of original work.			Talent Show	
Thursday		Recording sessions. Individual and group work in studio. Any final adjustments to the original song.		Introduction to mixing. How to mix your song with consideration of its original elements.			Cinema	
Friday		Finalise mixing and mastering of original song.		Sharing session, performances, and awarding certificates.			CSVPA Disco	
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)					Free Evening	
Sunday		Departure						



# Fashion Styling



In this one week course we will research and understand how fashion styling is the modern way of story telling. Fashion plays a key role in how we perform identity and tell our stories. Famous editorials of fashion have gained recognition because of its use of clothing to re-tell stories invented by fashion stylist. Looking at cinematography and nature we will explore how a fashion image is made. Fashion is much more than clothes, it's also about the stories we tell of our identities.

## WHAT'S INCLUDED



### TUITION

25+ Hours tuition comprised of lectures and creative practical workshops working towards a final exhibition.



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and final presentation exhibition



LEARN FROM ART AND DESIGN PROFESSIONALS

Our lecturers are all working professionals who will spend time, sharing their industry level knowledge that underpins the teaching at all levels in the college.

BROADEN YOUR SKILLS IN THE INDUSTRY

Through research from magazines, cinematography and fashion collections you will learn how fashion styling plays a key role in how we showcase who we are in society and what each person’s fashion choice depicts about them as an individual. You will also learn how to spot future fashion trends through research and fashion imagery and learn to style and shoot your own looks.

DEVELOP YOUR SKILLS IN:

Visual storytelling | Research | Styling | Fashion photography | Investigation | Manipulation  
Identity | Discovery | Culture | Nature | Appreciation | Art direction | Collaboration | Presentation

PROGRESSION AT CSVPA

Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

Average class size  
14 students

Accommodation  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

Requirements  
Age: 14 - 18  
International students should have at least an Upper Intermediate level of English

Start Dates:  
Sunday 21st July 2024 (one week)

Price:  
£1,815 (one week)

Programme Outcomes

- 1. You will discover how we can use fashion imagery and styling of clothing to tell stories
- 2. You will learn of how fashion magazines use narrative to discover new trends
- 3. You will develop a deeper understanding of how fashion imagery is made and take part in the work that is done to create them

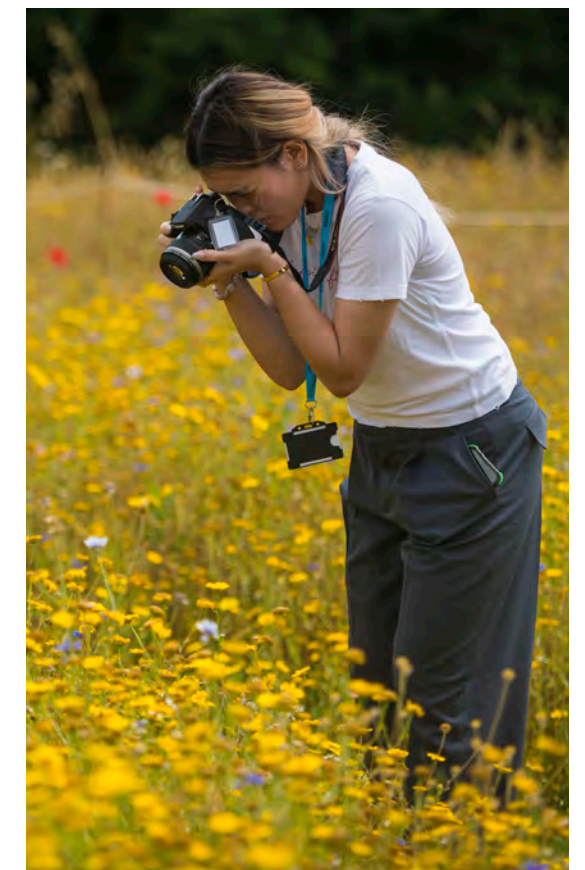
Week 1	MORNING 08:00-12:00		12:00 - 13:00	AFTERNOON 13:30-16:00		16:30 - 18:00	EVENING 19:30-22:00	
Sunday	Arrival, induction and campus tour					DINNER	Evening Activities	
Monday	BREAKFAST	Introduction. Concept presentation.	LUNCH	Mood boards.			Park Social Time - City View Ferris Wheel	
Tuesday		Fashion presentation through styling technologies.		Relating fashion styling technologies to the commercial market.			Bowling /Ice Skating / Rock Climbing	
Wednesday		Understanding fashion imagery.		Understanding fashion imagery.			Talent Show / Trashion Show/ Tie Dye Arts & Crafts	
Thursday		Presenting fashion stories/imagery.		Using fashion imagery and styling to tell stories.			Cinema / Punting	
Friday		Refine and finalise project work.		Sharing of work with students. Certificate presentation.			CSVPA Disco / Dance Party	
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)					Free Evening	
Sunday		Departure						

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS

## Photography



You will use Cambridge as your inspiration to create an image portfolio. You will learn how to use different cameras and settings for the best effect. During the digital photography component you will learn to manipulate and print digital images on a computer before printing electronically.

### WHAT'S INCLUDED



#### TUITION

25+ Hours tuition comprised of class time in the studio and on-location photography around Cambridge working towards a final presentation.



#### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



#### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



#### CERTIFICATE

Awarded for the successful completion of the course and final presentation



**LEARN FROM ART AND DESIGN PROFESSIONALS**  
Our lecturers are all working professionals who will bring valuable industry experience to the programme.

**BROADEN YOUR SKILLS IN THE INDUSTRY**  
During the film photography component you will learn all about taking and developing your own photographs from initial concept to printed image. If you have your own digital SLR or traditional film SLR camera, please bring it with you.

**DEVELOP YOUR SKILLS IN:**  
Photo editing | Film development | SLR training

**PROGRESSION AT CSVPA**  
Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

**Average class size**  
14 students

**Accommodation**  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)  
Excursions are also included

**Requirements**  
Age: 14 - 18

International students should have at least an Upper Intermediate level of English

**Dates available:**

- Sunday 23rd June 2024 (one week)
- Sunday 30th June 2024 (one week)
- Sunday 07th July 2024 (one week)
- Sunday 21st July 2024 (one week)
- Sunday 28th July 2024 (one week)

**Price:**  
£1,815 (one week)

Programme Outcomes

1. You will be able to take and develop your own black and white photographs from initial concept to printed image.
2. The course will give confidence in using a SLR camera and understand lenses and techniques
3. You be introduced to studio practice and lighting

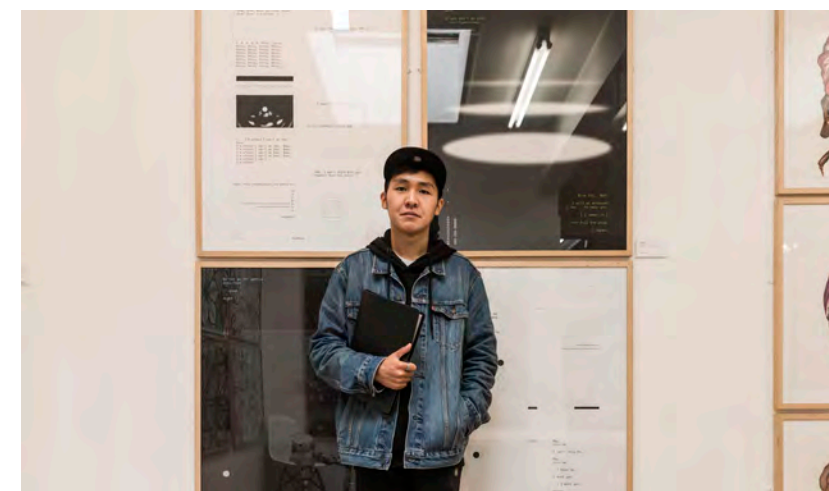
Week 1	MORNING 08:00-12:00		12:00 – 13:00	AFTERNOON 13:00-16:00	16:30 – 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities
Monday	BREAKFAST	Welcome & introduction Presentation Formal Elements Presentation.  Discussion of objectives for the week. The exposure triangle. Understanding the aperture. Shutter speed.	LUNCH	Photography project and presentation in digital sketchbook.		Park Social Time – City View Ferris Wheel
Tuesday		Compositional Theory. Walking excursion to Cambridge Botanic Gardens.		Photography project to demonstrate understanding of exposure triangle.  Present photographs in digital sketchbook.  Learn how to enhance photographs.		Bowling /Ice Skating / Rock Climbing
Wednesday		Portrait challenge – emulate famous portrait photographer.  Analyse photographer’s work to help emulate it.		Photo shoot in small groups.  Reflect on digital sketchbook layout. What works? What doesn’t?		Talent Show / Trashion Show/ Tie Dye Arts & Crafts
Thursday		Documentary photography. Explore Cambridge to try to capture everyday life.		Return to studio.  Work on documentary in digital sketchbooks.		Cinema / Punting
Friday		Abstract photography.		Finalise digital sketchbook.  Present photos from the week to other students.  Certificate presentation.		CSVPA Disco / Dance Party
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening
Sunday	Departure					

Sample timetables are illustrative only. We reserve the right to make changes without notice.





# Portfolio Preparation



This unique, tailored programme is designed especially for students who want to develop a digital portfolio.

## WHAT'S INCLUDED



### TUITION

25+ Hours of tuition comprised of creative practical workshops working towards the completion of your portfolio



### ACTIVITIES

5 evening activities per week, designed to be fun and interactive and provide our students the opportunity to socialise and make new friends.



### EXCURSIONS

Full day excursions allow students to really get to know the UK. We use major destinations such as London as a classroom, where students will find creative and cultural information through guided walks and visits to museums and other places of interest.



### CERTIFICATE

Awarded for the successful completion of the course and digital portfolio.



**LEARN FROM ART AND DESIGN PROFESSIONALS**  
Our lecturers are all working artists and bring valuable industry experience to the programme.

**DEVELOP YOUR SKILLS**  
Our specialist lecturers and tutors will teach you new methods and practices to improve your work and develop your skills base

**BUILD YOUR PORTFOLIO**  
Learn how to construct your own digital portfolio, what to include and what to leave out and how to show your work at its best.

**BROADEN YOUR ART & DESIGN UNDERSTANDING**  
Workshops will give you practical experience of a wide range of new techniques, skills and disciplines.

**SUBJECTS COVERED INCLUDE**  
Fashion | Graphic Design | Illustration | 3D Design | Moving Image | Drawing | Theatre Arts

**PROGRESSION AT CSVPA**  
Completion of the course can enable progression on to our University of the Arts London Awarding Body Extended Diploma or Foundation Diploma if you meet the UAL entry criteria for the course.

**Average class size**  
18 students

**Accommodation**  
Single en-suite room  
Meals are included (breakfast, lunch and dinner)

Excursions are also included

**Requirements**  
Age: 15-18  
  
Minimum English standard:  
Equivalent to IELTS 4.5+/ Intermediate

**Start Dates:**  
Sunday 30th June 2024 (three weeks)  
Sunday 21st July 2024 (three weeks)

**Price:**  
£4,719 (three weeks)

## Programme Outcomes

1. You will have gained all the skills you need to create a winning portfolio.
2. You will have developed your own digital portfolio.
3. You will have experienced a wide range of Art & Design subjects and disciplines.
4. You will have gained the portfolio experience required to guarantee entry to our UAL Level 3 Extended Diploma in Art & Design or UAL Level 4 Foundation Diploma at CSVPA should you choose to do so.

Week 1	MORNING 08:00-12:00		12:00 - 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00
Sunday	Arrival, induction and campus tour				DINNER	Evening Activities
Monday	BREAKFAST	Studio drawing using non-traditional materials. Lighting and composition. Share and discuss.	LUNCH	Use collage to experiment with tonal observation. Create a tonal collage from life.		City View Ferris Wheel
Tuesday		Colour workshop. Use acrylic paints to create a colour wheel. Create abstract piece using only colour to evoke emotions.		Walking excursion to Zoology Museum. Explore museum, studying an area using complimentary colouring pencils.		Bowling
Wednesday		Create self-portrait using technique learned this week. Choose contrasting technique to create second self-portrait.		Complete self-portrait projects. Share with group, explaining choices and outcomes.		Talent Show
Thursday		Introduction to various exercises in 2D and 3D. Introduction to casting techniques. Exploration of casting using the workshops.		Continue and finish casting project.		Cinema
Friday		Excursion to Kettle's Yard, focusing on observing sculptures. Introduction to relief sculpture. Demonstration of relief casting. Student project using clay.		Sculpting through touch. Share pieces with other students.		CSVPA Disco
Saturday	Included Full Day Excursion: London (including gallery or museum visit and shopping time)					Free Evening
Sunday	Free Day					Explore Cambridge

Week 2	MORNING 08:00-12:00		12:00 – 13:00	AFTERNOON 13:00-16:00	16:30 – 18:00	EVENING 19:30-22:00
Monday	BREAKFAST	Icebreakers and overview of the week ahead. Intro to Photoshop.	LUNCH	Colour separation workshop.	DINNER	Park Social Time
Tuesday		Observational drawing.		Visit Fitzwilliam museum to sketch.		Ice Skating
Wednesday		Colour separation artwork.		Markmaking workshop.		Trashion Show
Thursday		Intro to GIF/frame by frame animation.		The exposure triangle. Understanding the aperture shutter speed.		Punting
Friday		Photography project to demonstrate understanding of exposure triangle. Present photographs in digital sketchbook. Learn how to enhance photographs.		Continuation of Photography project. Share work with other students.		Dance Party
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Free Evening
Sunday		Free Day				Explore Cambridge

Week 3	MORNING 08:00-12:00		12:00 - 13:00	AFTERNOON 13:00-16:00	16:30 - 18:00	EVENING 19:30-22:00
Monday	BREAKFAST	Introduction to typography. Presentation of different examples. Workshop on typography and design.	LUNCH	Exploration of different mediums and techniques to create typography. Introduction to InDesign and Illustrator.	DINNER	Evening Activities
Tuesday		Walking excursion to Cambridge Botanic Gardens.		Botanic posters using drawings and hand lettering/ typography.		Rock Climbing
Wednesday		Fashion introduction. Research various concepts and moods.		Construction of Fashion Design using various design techniques.		Tie Dye Arts & Crafts
Thursday		Constructing a fashion collection. Present board and illustration to help present designer's ideas.		Materials and tools to bring ideas to life.		Talent Show
Friday		Continuation of Fashion project.		Finalise work. Create digital records. Certificate presentation.		Cinema
Saturday		Included Full Day Excursion: London (including gallery or museum visit and shopping time)				Farewell Party
Sunday	Departure					

Sample timetables are illustrative only. We reserve the right to make changes without notice.



# APPLICATION FORM

SUMMER COURSES AT CSVPA



Bitte senden Sie Ihr Anmeldeformular an:  
info@edulingo.de oder Fax: +49 (0)881 927 96 561  
Edulingo Sprachreisen Lydia Kreyer, Geistbühelstr. 12, 82362 Weilheim  
Bei Fragen Tel.: +49 (0)881 927 96 560

Please complete this form in **CAPITAL LETTERS** in black ink.

STUDENT DETAILS			
Family Name		Home Address	
First Name			
Student's Preferred Name			
Nationality		Country	Postcode
Date of Birth	Gender	Home telephone number	
		Student's mobile number	
		Student's email address	
<div><div>D</div><div>D</div></div>	<div><div>M</div><div>M</div></div>	<div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>	<div><div>Male</div><input type="checkbox"/></div> <div><div>Female</div><input type="checkbox"/></div>

PARENT/GUARDIAN'S DETAILS (mandatory)		
MR/MRS/MS/DR/OTHER		Home Address
Family Name		
First Name		
Relationship to student		
Nationality	Country	Postcode
Home telephone		Work telephone number (if applicable)
Mobile number		Email address

EDUCATIONAL REPRESENTATIVE DETAILS	
Have you used an educational representative during your application? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, you MUST complete the details below before we can process your application:	
Name of Representative / Agency	
Name of Counsellor	
Counsellor's email address	

COURSE(S) REQUIRED (If applying for more than one course use the additional spaces provided below)		
Course	Centre	Preferred Dates
Course	Centre	Preferred Dates
Course	Centre	Preferred Dates
Course	Centre	Preferred Dates
Accommodation	Catered Residence — —	Home-stay ( <b>CANTERBURY ONLY</b> ) <input type="checkbox"/>
Do you have any special accommodation requests or requirements? (Please note special requests may not be guaranteed)		

INSURANCE
All students must take out comprehensive travel insurance before traveling to the UK/USA



FLIGHT DETAILS (If available)			
<b>ARRIVAL</b>		Flight Number	
Departing From (airport & terminal)		Departure Time (local time)	
Arriving To (airport & terminal)		Arrival Time (UK/US)	
Transfer Required?*	Yes <input type="checkbox"/> No <input type="checkbox"/>	Flying as Unaccompanied Minor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>DEPARTURE</b>		Flight Number	
Departing From (airport & terminal)		Departure Time (UK/US)	
Arriving To (airport & terminal)		Arrival Time (local time)	
Transfer Required?*	Yes <input type="checkbox"/> No <input type="checkbox"/>	Flying as Unaccompanied Minor?	Yes <input type="checkbox"/> No <input type="checkbox"/>

\* If you do not require a transfer, please provide the name and contact number of the person / company doing the transfers. Shared Transfers are included for individual students on our Summer programme at all UK centres from London airports and at our Boston centre from Boston airport. Extra charges will apply for private transfers and other North American centres

Students under 18 years must be accompanied to/from the airport by an adult. (Assisted check in on departure is included in the course fee, this is different to an Unaccompanied Minor service which incurs an extra charge). We cannot let students under 18 arrive at or leave the centre alone.

If you have not yet booked flights, please inform us of these at least 4 weeks prior to arrival.

MEDICAL & WELFARE INFORMATION	
<p>To enable us to look after you/your child and to ensure that you/they are safe and happy while in our care, please can we ask you to complete the medical information requested below. All fields in this section <b>MUST</b> be completed. All students' medical information is kept securely, and we will only share it with people who are directly involved in caring for you/your child during the time when you/they are enrolled with us; this may include healthcare, welfare professionals, designated school staff and relevant members of our administrative team.</p>	
<p>Does the student have a disability, learning difficulties or special needs? If yes, please specify:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Does the student have any allergies? If yes, please specify:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Does the student take any medication? If yes, please specify:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Does the student have any dietary requirements? If yes, please specify:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you would like to provide any additional information, you can attach additional pages to this form. Our nurse or welfare officer may get in touch with you, if needed, to discuss any special requirements confidentially.</p>	

MEDICAL CONSENT	
This medical consent section must be signed and completed by the parent or legal guardian for students under 18 years old.	
I consent to Stafford House Study Holidays processing my/my child's medical information/allergies/disabilities that have been provided as part of this application.	
Signature of the student (to be completed by students who are 18+):	Signature of the parent/legal guardian (for students under 18 years old):
PRINT NAME	PRINT NAME
Date	Date
You have the right to withdraw your consent at any time by emailing the CATS data protection officer on DPO@catscollege.com.	

DECLARATION AND SIGNATURE	
I accept the terms and conditions as provided and enclose payment details or proof of my bank transfer.	
Signature of the student (if 18+) or parent/legal guardian (for students under 18 years old):	
PRINT NAME	
Date	



## PAYMENT

- For UK centres, we require a non-refundable deposit of £100 at the time of booking. This reserves your place on the course pending final payment.
- For US centres, we require a non-refundable deposit of \$150 at the time of booking. This reserves your place on the course pending final payment.
- Payments can be made by bank transfer (Option 1) or by online payment via Flywire (Option 2). The full details for both payment options are provided on this form below. If you wish to pay by credit or debit card, please use the Flywire link provided (Option 2). Please ensure that you select the correct currency when using either payment option.
- We do not accept American Express or Diners cards.
- The balance must be paid at least one month before arrival.
- Please note that all bookings are subject to our Terms and Conditions.
- The student's parent or guardian must complete their details on the previous page. We cannot accept bookings without this information.

PLEASE PAY YOUR DEPOSIT OF £100/\$150 USING ONE OF THE FOLLOWING TWO OPTIONS:

### OPTION 1: BANK TRANSFER

Account Name & Address	GBP £ payments	
Stafford House Study Holidays Ltd National Westminster Bank PLC City Centre Branch 11 The Parade Canterbury Kent CT1 2SQ United Kingdom	Bank account number: 46129766 Sort code: 60 04 27 IBAN Number: GB68NWBK60042746129766 Swift/BIC Code: NWBKGB2L	

### OPTION 2: ONLINE PAYMENT (PLEASE USE THIS OPTION IF YOU WISH TO PAY BY DEBIT / CREDIT CARD)

Method	GBP £ payments	
Online payment via flywire:	<a href="https://www.flywire.com/pay/staffordsummergbp/">https://www.flywire.com/pay/staffordsummergbp/</a>	

## BOOKING FACTS

COURSE PRICE INCLUDES:	COURSE PRICE <u>DOES NOT</u> INCLUDE:
<ul style="list-style-type: none"><li>• Tuition as stated, course materials and end of course certificate</li><li>• Accommodation and all meals</li><li>• Activities and excursions as stated</li><li>• Use of sports facilities where available (as part of a scheduled programme)</li><li>• Shared transfers to and from London airports to all UK centres and Boston Logan International Airport to Boston Centre only</li><li>• Assisted check in on departure</li></ul>	<ul style="list-style-type: none"><li>• Transfers at Los Angeles or Yale</li><li>• Unaccompanied minor service</li><li>• Optional excursion fees</li><li>• Medical/travel insurance*</li></ul> <p>*Please take out comprehensive travel insurance before travelling to the UK/USA</p>

## HOW TO BOOK

### How to Book:

Please complete this registration form ensuring that every relevant box is ticked and all questions are answered in full. Then email or post it to the address at the end of the form.

### You have two payment options:

OPTION 1: You pay the full fees at the time of booking, or

OPTION 2: You pay the deposit to confirm your booking, then pay the balance at least one month before the start of the course.

### Flight Arrangements:

Once you have booked your course, please send us details of your flight/travel arrangements, at least one month before you are due to arrive.

### Changes

Prices are correct at time of going to print and are subject to change without notice. All courses, course components and specialist supplements operate subject to demand.

### Full Terms and Conditions can be found on our website:

[www.studyholidays.com/terms](http://www.studyholidays.com/terms). Please read these Terms and Conditions before you book.

TO BOOK YOUR SUMMER SCHOOL PLACE PLEASE COMPLETE THIS FORM, THEN SEND IT TO THE ADDRESS SHOWN BELOW, PREFERABLY BY EMAIL:

Bitte senden Sie Ihr Anmeldeformular an:

info@edulingo.de oder Fax: +49 (0)881 927 96 561

Edulingo Sprachreisen Lydia Kreyer, Geistbühelstr. 12, 82362 Weilheim

Tel.: +49 (0)881 927 96 560



# PARENTAL CONSENT FORM

SUMMER COURSES AT CATS, CSVPA & STAFFORD HOUSE STUDY HOLIDAYS



This Parental Consent Form is to be completed by a parent or legal guardian of students under the age of 18 years old that are booked on a summer course offered by CATS Colleges, CSVPA or Stafford House Study Holidays.

CATS and CSVPA summer courses are booked and managed in association with Stafford House Study Holidays.

To enable us to look after your child and to ensure that they are safe and happy while in our care, please can we ask you to complete the form below. Please can you provide as much detail as possible and provide honest and accurate responses. We thank you for taking the time to complete the form.

Please complete this form in **CAPITAL LETTERS** in black ink.

STUDENT DETAILS	PARENT/LEGAL GUARDIAN DETAILS
Student's full name:	Your full name:
Student's mobile phone number:	Relationship to student:
Centre:	Your email address:
Arrival Date:	Your mobile phone number:
Departure Date:	Your home phone number:
Sales Representative (full name):	Your work phone number:

## MEDICAL CONSENT FORM

Does your child have any medical conditions that you wish to disclose? If yes, please complete the medical consent form below

Has your child ever suffered from a serious medical condition? Yes <input type="radio"/> No <input type="radio"/>	If yes, please specify:
Does your child have any other current medical conditions? Yes <input type="radio"/> No <input type="radio"/>	If yes, please specify:
Is your child currently undergoing a course of medical treatment? Yes <input type="radio"/> No <input type="radio"/>	If yes, which medicines do they take (please also specify dosages/frequency)?
Is your child currently prescribed any long-term medication? Yes <input type="radio"/> No <input type="radio"/>	If yes, which medicines do they take (please also specify dosages/frequency)?
Does your child carry any lifesaving medication (for example: an EpiPen)? Yes <input type="radio"/> No <input type="radio"/>	If yes, please specify:
Does your child have any psychological, physical, developmental or learning difficulties? Yes <input type="radio"/> No <input type="radio"/>	If yes, please specify. This is to help us accommodate their needs as best as we can.
Does your child suffer from asthma or a cardiac condition? Yes <input type="radio"/> No <input type="radio"/>	If yes, please specify:
Does your child have any allergies? Yes <input type="radio"/> No <input type="radio"/>	If yes, please specify:
Do you consent for your child to be given non-prescription if appropriate (paracetamol/aspirin) painkillers? Yes <input type="radio"/> No <input type="radio"/>	

## PARENT/LEGAL GUARDIAN'S SIGNATURE

I understand that by signing below, I give my consent as follows:

- I consent to Stafford House International and Stafford House Study Holidays processing my child's allergies/disabilities/medical conditions information that I have provided as part of this application.
- I consent to Stafford House Study Holidays acting on my behalf in case my child has a medical emergency, and I consent for a qualified state-doctor to give any medical treatment necessary, including an operation and/or the administration of an anaesthetic if I cannot be contacted.

Signed:	Date:
Please print, sign by hand (in black ink) and scan	
	You have the right to withdraw your consent at any time by emailing the CATS Colleges Data Protection Officer on <a href="mailto:DPO@catscolleges.com">DPO@catscolleges.com</a>

Now please read the statements on the next page and sign at the bottom of the page



# PARENTAL CONSENT FORM

SUMMER COURSES AT CATS, CSVPA & STAFFORD HOUSE STUDY HOLIDAYS



## PHOTOGRAPHY & VIDEO

Stafford House Study Holidays and/or its representatives may take photographs or video footage of students participating in activities for promotional and marketing purposes.

- I understand that Stafford House Study Holidays may take photographs or video footage of students at their centres and during online lessons. I consent that the photos or video footage may then be used for promotional purposes for Stafford House Study Holidays.
  - I understand that by signing and selecting one or both of the two options (centres and/or online lessons) below, I acknowledge and confirm that I give consent to this.
- Centres ☐ Online Lessons ☐

Signed:

Date:

Please print, sign by hand (in black ink) and scan

## PARENT/GUARDIAN AUTHORISATION (ONE SIGNATURE FOR ALL, AT BOTTOM OF STATEMENTS)

### Student welfare and school rules

- I authorise Stafford House Study Holidays to look after my child's welfare for the duration of the course
- I confirm that my child has read and will follow your School Rules and Anti-Bullying Policy which can be found at [www.studyholidays.com/schoolrules](http://www.studyholidays.com/schoolrules)
- My child and I understand that there are consequences for breaking school rules and UK laws including: theft, vandalism, bullying, buying or consuming alcohol, cigarettes or drugs. If they break any school rules or UK laws, students may receive sanctions or be sent home. Flights home will be at the cost of the parent/legal guardian.
- My child is aware that they may only leave campus with their Group Leader or a member of Stafford House staff, or if arrangements have been agreed with a responsible member of Stafford House staff
- If my child comes to the centre with a Group Leader, I give permission for them to take my child with the group off-site and away from the planned programme.
- My child is aware that they must not invite visitors onto the school campus or into any school building without prior authorisation from Stafford House Study Holidays.

### Lessons, activities and excursions

- I understand that Stafford House Study Holidays provides a complete programme of lessons, activities and excursions, and my child will participate in the full programme
- I consent for my child to take part in the Stafford House Study Holiday's activities programme which may include sports, arts and crafts, drama, dance, team games, workshops, quizzes, discos, talent shows and other activities
- I consent for my child to take part in the Stafford House excursion programme, including local visits, and I understand that my child may be given some free time if appropriate to do so. The amount of free time given will depend on the location, age of the students, and factors such as the weather and how busy the area is. It may be the case that 12–15-year-olds will have less free time (1 hour) than 16–17-year-olds (2 hours). A monitored meeting point will be arranged so students are able to return at any time.
- I consent for my child to travel accompanied by the school staff by train, bus, underground, coach or taxi when needed

### Classic PLUS Course students only

- I consent for my child to take part in one of the following professionally supervised activities (these activities are offered as Classic PLUS courses for an additional supplement fee at the centres indicated next to each activity). **Please note:** You only need to select an activity if your child has booked one of the below Classic PLUS courses:

Adventure Activities (Oakham) ☐

Tennis (Woodcote) ☐

Horse Riding (Oakham) ☐

Sailing (Dover) ☐

### Homestay accommodation students only

- I give permission for my child to stay in a host family carefully selected by Stafford House Study Holidays, with other students aged under 18
- I understand that my child may travel to/from school unaccompanied

### Data protection

- To deliver education and protect students' welfare, Stafford House Study Holidays will collect, keep and otherwise process personal data, including sensitive and special category personal data (as defined in the DPA and GDPR respectively) that relates to the student and their circumstances. We will always keep this information secure and we will share it within Stafford House Study Holidays as necessary to run our business, deliver the student's education and ensure their safety. We will also release the data where it is legally required or lawful to do so, or in the event of a medical emergency if it is necessary to protect their health or the health of others. I consent to my child's data being stored, processed and released by Stafford House Study Holidays in this way. I consent to my child's sensitive personal data, which may include: personal data revealing racial or ethnic origin; personal data revealing political opinions; personal data revealing religious or philosophical beliefs; genetic data; biometric data (where used for identification purposes); data concerning health; data concerning a person's sexual orientation and other data being stored, processed and released by Stafford House Study Holidays in this way. A copy of our full privacy notice can be found at [www.catscolleges.com/privacy-statement.htm](http://www.catscolleges.com/privacy-statement.htm)
- I understand that Stafford House Study Holidays, to ensure my child's wellbeing, may share my child's information with centre/school staff and relevant service providers i.e., catering/accommodation

### Consent form and terms & conditions

- I confirm that, to the best of my knowledge, the information given in this form is correct and complete.
- I confirm that I and my child have read and accept the Terms and Conditions of Stafford House Study Holidays

## PARENT/LEGAL GUARDIAN'S SIGNATURE

I understand that by signing below I acknowledge and agree to the above statements.

Signed:

Date:

Please print, sign by hand (in black ink) and scan

When you have finished, please print this PDF, sign by hand (in black ink) and scan





## **STAFFORD HOUSE STUDY HOLIDAYS**

### **TERMS AND CONDITIONS FOR INDIVIDUAL STUDENTS 2022**

By paying either a deposit or full fees you have read, understood and agree to the following terms and conditions. All terms and conditions are applicable to direct students *and* bookings via agents unless variations are expressly agreed between the agent and Stafford House.

**If you have signed a contract with your agent, please ensure you are aware of their full policies and procedures.**

#### **TERMINOLOGY:**

Bookings = Provisional or Confirmed Bookings (also called “options”, “allocations” or “reservations”)

Client = Representative, parent, agency, the student or other client sending Bookings to Stafford House, including Direct Bookings

SH = Stafford House Study Holidays

CATS and CSVPA summer courses are booked and managed in association with Stafford House Study Holidays.

#### **1. BOOKING**

SH holds bookings for a client subject to receipt of payment(s) to SH Accounts Department or our bankers by latest due dates as stated on invoice(s). If the specified payments are not received in full and on time, bookings will be immediately released, unless extension(s) or alterations(s) to due dates are agreed in writing by the Reservations Team.

Please note that partial payments of amounts due, or payments which fall short of the full amount stated, will not be sufficient to retain bookings. Please note that notification(s) of payment(s) will not be sufficient to retain bookings, unless an extension has been agreed by SH. Failure of a client to secure a specific booking by appropriate payment, or alternatively to make clear cancellation, may result in the release of all other bookings held by SH for that client.

In cases where any students are already attending a course or immediately arriving to attend one, and there are any overdue invoices relating to those students or any other overdue invoices relating to their agents, SH may, at its discretion, refuse or discontinue some/all services to those students without notice.

**If you have signed a contract with your agent, please ensure you are aware of their full policies and procedures.**

#### **2. AGES**

The minimum age and maximum age for each centre and each course is specified in our brochures, price list and website. They vary by centre and by course, however the maximum age on SH junior courses is normally 17 years. These Terms & Conditions apply to our junior courses. In centres that accept students older than 17 years old, they are subject to all the same centre rules as those under 18 years old including rules pertaining to curfews and free time.

#### **3. VISAS**

Each student is responsible for having a valid passport and any applicable visas. Students are responsible for fully complying with all requirements of the Immigration Authorities both before and during their stay in their chosen country of study. If they fail to comply with these requirements and are expelled from the country of



study, they will not be entitled to any refund of fees. SH reserves the right to refuse an application if we do not think there is a full intention to comply with any of the Immigration Authority regulations.

Students should contact their local embassy, consulate or High Commission to ensure they are allowed to enter and study in their chosen country. SH will always endeavour to support students but cannot be held responsible for decisions taken by embassies or Immigration Police regarding entry visas or extensions, or regarding changes made to regulations.

Minimum payment, as set out in your invoice, must be received in full prior to any supporting visa documentation being issued. There are additional fees to have original documents couriered.

Should the student's arrival date be postponed due to a delayed visa application, SH cannot necessarily guarantee the original course/centre/accommodation building, and we reserve the right to offer an alternative course/centre/accommodation building if necessary. We also reserve the right to charge additional accommodation fees if less than 4 weeks' notice is provided.

If a student's visa application is refused, an original copy of the visa refusal letter must be provided to the Reservations Team. Fees, excluding any applicable non-refundable fees (see section 5: Refunds), will be refunded to the fee payer if the visa was refused through no fault of the student. Fees will not be refunded if the visa is refused through the fault of the student, parents or agent (e.g. insufficient documentation or insufficient proof of funds). Full fees will be refunded to the fee payer if the visa was refused through the fault of Stafford House Study Holidays, CATS Colleges or CSVPA.

If you reapply for a visa after being refused, you will not have to pay the deposit/registration fee to SH again, but you will incur any registration fees or visa documentation related fees which may be charged by SH or by the relevant immigration authority (Courier, CAS, I-20).

We will not refund any fees paid if students withdraw their application after a visa has been issued.

#### **4. PAYMENTS**

Individuals are required to pay a £100 non-refundable deposit at the time of booking (for the USA this is USD \$150). The final balance of the total fees is payable at least 1 month before arrival.

If an individual books less than 1 month before their course start date, full fees will be due immediately.

Payment methods are explained on the invoice. Deposits and fees are not transferrable between students. Clients are responsible for any bank fees incurred during the payment process.

We aim to release transfer and accommodation details 14 days prior to arrival date, subject to receipt of full payment.

Course and Accommodation is only secured for the period that has been paid for in full.

**Book with confidence:** Any advance payments will be credited if a student is unable to attend the course due to Covid-19.

#### **5. REFUNDS (CANCELLATIONS, POSTPONEMENTS AND AMENDMENTS)**

**If you have signed a contract with your agent, please ensure you are aware of their full policies and procedures.**

##### **5(a). PRE-ARRIVAL REFUNDS**

##### **5(a) (i). Cancellations**

Written notification of cancellation must be submitted to provide refunds.

If written cancellation is provided more than 14 days prior to the arrival date, or students have had their visa refused through no fault of their own, SH will refund fees received in full less any non-refundable charges.



Where applicable, the following fees are considered non-refundable fees:

- Non-refundable deposit
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to mailing out documents)

Students cancelling less than 14 days prior to their arrival date will not receive any refund of fees paid. However, if you cancel a course which is longer than 2 weeks, we will apply a non-transferrable credit note for that part of the course which is longer than 2 weeks. For example, if you cancel a 4-week course, we will give you a credit note for 2 weeks. This will be valid for 1 year only and can be used by the student that originally cancelled the booking or by immediate family members only. Credit notes and cancellation notice periods will be effective from the original course start date, and not the postponed course start date.

Cancellation charges will not be waived in case of illness, accident, bereavement, etc. It is the client's responsibility to ensure that students have adequate insurance regarding cancellation or curtailment.

Cancellation charges apply not only for cancellation of the whole of the services booked, but also regarding cancellation of part of the services booked (e.g. any supplementary excursions) or of cancellation of part of the time period booked (e.g. a reduction in the number of nights). There are no refunds appertaining to any services which are cancelled or not taken up *during* the programme (i.e. after arrival) e.g. in cases of late arrival, early departure, illness, accident, absence or change of mind. The full invoice charge applies, even in cases where the invoice remains to be settled.

No refund is applicable in case of expulsion or suspension of a student from a programme for irregular, anti-social or disruptive behaviour.

If a course is cancelled after a student's enrolment, all monies paid, less third-party fees, will be refunded to the fee-payer. Refunds will only be paid to the fee-payer, via the original payment method. In the case of cash payments, refunds will be returned by bank transfer. All refunds will be processed in line with applicable laws and legal restrictions.

We aim to disburse refunds within 45 calendar days of receiving notice of cancellation. Refunds are based on the date of determination. This is the date the student gives notice of withdrawal from the institution or the day SH terminates a student.

#### **5(a) (ii). Cancellation period**

Under UK consumer law you have the right to change your mind within 14 days of your original enrolment (the "cooling off period"), starting from the date on which your deposit to reserve your place is received by us. In this event, all fees will be returned to you. You must make a statement of cancellation to us in writing to [reservations@staffordhouse.com](mailto:reservations@staffordhouse.com).

#### **5(a) (iii). Postponements & Amendments**

If a student chooses to postpone or amend their initial booking, the course fee that was originally charged to the student will be honoured the first time the booking is amended, provided the course itself is the same and at the same centre. SH must receive notification at least 4 weeks before the course begins for the deposit to be transferred to a later course date. Failure to provide the required notification will result in the deposit being forfeited.

For any additional postponements or amendments, the course fee advertised at the time of the amendment or postponement will be applied.

SH reserve the right to cancel the booking entirely if postponed on numerous occasions.



Any changes to bookings are subject to availability. If a student changes (or wishes to change) the services requested or the dates of arrival/departure, they should notify the Reservations Team as soon as possible, at least 1 month in advance, and we will endeavour to implement the requested changes if it is possible. SH will not be obliged to service these changes. If we can make these changes, an amendment charge may be levied.

Any additional fees that are incurred due to change must be paid for in advance of arrival or in advance of the change being implemented.

Prices as invoiced represent a contract of booking and will not be altered by SH except in case of extraordinary circumstances beyond our control e.g. act of government, excessive currency fluctuations, etc. However, SH may alter its prices (i.e. its general tariffs) at any time without notice before any booking has been invoiced.

SH reserves the right to amend or cancel a course, programme or accommodation option in rare cases where the bookings received do not reach the number required to viably operate it. SH will inform the client of such amendments or cancellations as soon as possible, usually at least 2 weeks before the course is due to commence. SH will endeavour to provide an alternative option of a similar value and standard, e.g. a similar course to the one booked, or similar accommodation to that booked. However, they may be situated in a different location or city.

Any timetables, schedules or lists of student activities (e.g. sports, excursions) published by SH are subject to change at any time, providing that they are substituted by activities of equal value, and that the overall 'package of services' is in substance fulfilled.

Some teaching facilities and living accommodation provided by SH may include access to communal or other facilities e.g. swimming pools, tennis courts, and it is always possible that such facilities may be withdrawn from service during the whole or part of the student's stay e.g. for maintenance.

#### **Accommodation:**

Any accommodation or services booked for a student are reserved exclusively for that student (the client's named customer(s)). No other or additional persons may use these accommodation or services without written permission from the Reservations Team, in which case extra charges may be levied.

4 weeks' notice must be provided if a change to any accommodation type is requested pre-arrival (e.g. homestay to residential). Additional specific cancellation policies for residential accommodations (not listed on the SH pricelist) may apply pre arrival. Please refer to your accommodation confirmation for details.

There will be a charge equivalent to the cost of 2 weeks course fees, if you cancel accommodation, or postpone your arrival date, less than 4 weeks before the start date.

#### **Airport Transfer:**

If any amendments are required to a student's transfer, then notification detailing all of the changes (as described in section 11: Transfers) must be received a minimum of 2 working days' notice before the flight in order for the transfer to be changed free of charge.

If any of this information is not provided in time, SH **may** be unable to re-arrange the transfer, and in that instance no refund will be due for the cancellation, and a new charge will be levied should a new transfer be requested.

#### ***Where airport transfer fees are applicable (at certain centres / from certain airports):***

SH will not refund transfer fees because of inaccurate information, missed flights or failure to adhere to the joining instructions sent in advance.

## **6. CLASSES**

On the student's first day, their language proficiency will be assessed to determine their appropriate level of study on their course.

If a student does not have the minimum level of English required to study on a specific course, we reserve the right to move the student to a course that is appropriate for their level. Our decision to move the student to a different course will be entirely at our own discretion and will be final. The student will not be entitled to any refund in fees if we require them to attend a different course from the original course they chose. English level testing is available during the booking and enquiry period.

The number of students in any class depends on the course and the time of year but will not usually be more than 16.

Classes will take place either at our premises, or at alternative premises which will be of a similar standard to our own premises.

## **7. PROGRAMME**

It is mandatory for students under 18 years of age to attend the evening activities and Saturday excursions, local visits and off-site activities. By enrolling on one of our courses, the parents, guardians or carers for the student consent to the student participating in all trips and other activities or excursions off the school premises, and consent to the provision of first aid or urgent medical treatment during the activity or trip where necessary.

## **8. ATTENDANCE**

Students are required to have a minimum of 100% attendance for all lessons, activities and excursions. Students must arrive on time for each class and return promptly after any break. Entry to class will not be permitted if students are late to help minimise disruption to fellow students.

A student's course may be terminated without notice if the student persistently fails to attend class or fails to meet the minimum attendance requirements of the course.

SH are not obligated to issue credit to students who are absent due to illness.

## **9. COMPLAINTS**

In the unlikely event that a student wishes to complain about any aspect of the services provided, the complaint should be made to a Student Welfare Officer who will try to help. If the student still wants to make a formal complaint, they can complete a student complaint form (available from the centre office) and give it to the School Principal or Centre Director.

If the matter is not resolved, the client should make an immediate complaint in writing to the Reservations Team. The complaint (made to the Reservations Team) must be received within one month of the student's departure from their country of study, but the initial complaint must be made to the School Principal or Centre Director onsite during the student's stay at our centre, at the earliest opportunity.

For SH to investigate a complaint, all invoices relating to the student (not just those relating to the student in question) must have been settled in full.

## **10. ACCOMMODATION**

Accommodation details will be issued to the student after receipt of full fees. SH will endeavour to release accommodation details 14 days prior to arrival.

Accommodation is reserved on the Sunday before the course begins, until the end of the course as published in the price list or brochure, unless agreed otherwise. Check-in times may vary depending on the location and details will be provided on pre-arrival documents. If a student wishes to stay extra night(s), they should notify SH as soon as possible, at least 1 month in advance, and we will agree to the extra night(s) if it is possible. There will be a fee for each extra night which must be paid for in advance of arrival.



Whilst SH always strive to provide the type of accommodation requested by the student (e.g. homestay or residential), there may be times when a certain type of accommodation may not be available. In these instances, SH will inform the student as soon as possible, usually at least 2 weeks before the course is due to commence and will offer an alternative type of accommodation (e.g. homestay or residential). SH is not obligated to guarantee a particular accommodation type at any time.

There is no obligation for a host family to spend a specific amount of time with the student.

At most of our centres, a £20 damage deposit will be collected from each student on arrival to cover any damage or breakages caused to the accommodation because of the student's actions. This deposit is fully refundable on the last day of the students' course providing the accommodation is left in an acceptable condition.

## 11. TRANSFERS

SH can arrange transfers to/from the centre to/from the airports and locations as listed in its Price List, which also lists the transfer fees. Clients must advise the Reservations Team of their specific arrival and departure flight details at least 1 month before arrival, including arrival airport, flight arrival time, flight number, airline and point of origin. They must advise us as soon as possible if any of this information changes. If clients give us this information less than 1 month before arrival, we may not be able to arrange the transfer, although we will do our best to do so.

Transfers will only be booked upon receipt of full payment and therefore payment must be made at least 1 month in advance of arrival.

### ***Where airport transfer fees are applicable (at certain centres / from certain airports):***

If incorrect or incomplete flight information is provided, and consequently we are not able to send the transfer vehicle to the airport, we will not refund the transfer fee. If incorrect or incomplete flight information is provided, and the transfer vehicle is sent to the airport but does not pick up the student due to some of the flight information being incorrect (e.g. date/time/airport), we will not refund any transfer fee that may have been paid.

### **11(a). ASSISTED CHECK-IN ON DEPARTURE (SERVICE PROVIDED BY SH)**

We include an assisted check-in on departure service for all individual students enrolled on our junior summer courses. Students will be taken to the airport by one of the school's fully licensed and trusted courier companies. Our courier will accompany the student to the airline's check-in desk, ensuring that the student will be checked in for their flight.

***This is not to be mistaken with an airline's Unaccompanied Minor Service (as described in section 11(b)).***

### **11(b). UNACCOMPANIED MINOR SERVICE (SERVICE PROVIDED BY AIRLINES)**

An 'unaccompanied minor', commonly known as 'UM' is a child who is travelling alone without a parent, guardian or responsible adult. Some airlines will allow minors to travel without an adult only if they purchase the airline's Unaccompanied Minor Service, whereas other airlines allow unrestricted travel between certain ages. Please note that the age groups that require this service can differ from airline to airline. As the specific airline rules vary between airlines, please contact your airline to check.

Should you wish or be required to book an Unaccompanied Minor (UM) service please contact your airline who will provide this service.

Students who travel as a UM will be required to provide the name for the responsible adult who will collect or drop them to the airport. They may also ask that your courier wait at the airport until your flight has departed. Therefore, if you have booked the UM service with your airline and would like to book your transfers through SH, SH will apply their own UM service fee of £75 per way for our UK Centres (for the US this is \$100 per way)

to make those arrangements for you. Students that book our UM service will be collected from/taken to the airport by one of the school's fully licensed and trusted courier companies. Our courier will accompany the student to the airline's check-in desk, ensuring that the student will be checked in for their flight, and the student will be handed over to the airline staff. The courier will also wait at the airport until your flight departs if that is required by your airline.

If you have booked an UM service with your airline and would like SH to arrange your airport transfers, please notify SH at least one month before arrival, so that we can make the required arrangements for you.

***Any refunds of fees related to transfers will be dealt with in accordance with section 5 (Refunds) of these terms and conditions***

## **12. FREE SUMMER COURSE OFFER**

This offer applies to students who have completed a summer course with CATS College (UK or US) or CSVPA. Students will be entitled to the cost of the course they completed being reimbursed upon the following conditions:

- A full-time academic programme being booked at a CATS College (UK or US) or CSVPA to start the following year (September or January intakes).
- The programme being applied for is a minimum of two terms / two semesters in duration.

The offer will only be available at the time of booking. Should a student defer, the discount will continue to be applied to the deferred programme.

The reimbursement will be applied as a one-off discount to the tuition fees for the academic programme and spread equally throughout the duration of the course. Early withdrawal will therefore mean the summer course fees will not be reimbursed in full.

## **13. PARENTAL CONSENT FORM**

We require parents or guardians of every student under 18 to have completed a 'Parental Consent Form'. The completion of this form is now demanded by our UK authorities. The form is a very useful addition to our registration process and will enable parent/guardians to be assured that their child is in the safest possible hands, and that they fully understand and agree to their child taking part in all aspects of our courses as well as trusting our staff to ensure their well-being. The form must be completed and signed, in English. All parents/guardians must complete and send us a copy of the form before the course begins.

## **14. DISCIPLINARY & CODE OF CONDUCT**

SH has a disciplinary code which it expects all students to follow. A reasonable standard of conduct is expected on all courses and programmes, including good attendance and behaviour. A student may be suspended or expelled without refund in case of irregular, anti-social or disruptive behaviour. Any damages caused by a student must be paid for in full immediately. If they are not paid for, they will be invoiced to the client and payment will be due immediately.

At most of our centres, a deposit will be collected from each student on arrival and will be refunded on the day of departure providing no damage has been caused.

We will not accept: drugs or alcohol use; poor attendance; bullying; disrespect to members of staff or other students; foul, inappropriate or abusive language; violence, intimidating or insulting behaviour; any form of discrimination (including discrimination based on race, gender, religious beliefs or sexuality); or any other act or behaviour that may bring SH into disrepute or cause any harm or suffering to staff, other students or members of the public.



If a student seriously or persistently misbehaves and fails to meet SH's behaviour requirements and/or follow school rules, SH reserves the right to terminate their course or accommodation without notice. We may also take any further action that we think is appropriate including informing Police, the appropriate Immigration Authorities and/or their parent(s) or guardian(s). In the event of expulsion due to inappropriate conduct, there will be no refund of unused fees, and repatriation will be at the student's own expense.

A student's course may also be terminated without notice if the student persistently fails to attend class or fails to meet the minimum attendance requirements of the course.

The School Principal or Centre Director, and in the case of visa nationals the relevant authorities or government bodies are informed that a course has been discontinued early due to disciplinary reasons and parents/agents informed.

Students must use our computers and internet access in accordance with our instructions and applicable codes of conduct. Students must not use our computers or internet access for any illegal or unauthorised purposes (including accessing pornographic, obscene or illegal material) or for any commercial purposes.

SH Disciplinary & Code of Conduct can be found in the student handbook and will be explained on the students first day, or for a copy of the codes please contact the Reservations Team.

Repatriation is at the student's own expense.

**US Only:** All students attending a SH Centre in the US will be subject to the destination-specific applicable State Enrolment & Refund Agreement policies which will be set out on the invoices and will also be available upon arrival in each Centre.

***Any refunds of fees related to disciplinary or conduct issues will be dealt with in accordance with section 5 (Refunds) of these terms and conditions***

## **15. PHOTOGRAPHY & VIDEO**

SH or its representatives may take photographs or video footage of students participating in activities for promotional and marketing purposes. If students do not wish to be photographed or filmed, they must inform the Reservations Team in writing in advance of arrival.

## **16. FORCE MAJEURE**

SH is not responsible for any events outside our reasonable control which may cause the closure of part or all of the centre or the cancellation of any classes, courses, activities or any other services we provide. Events outside our reasonable control may include, but are not limited to: war, riot, civil strife, industrial dispute, terrorist activity or threat, disaster, flood, storm or other extreme weather conditions, plague or infectious disease.

SH reserves the right to change details of its services, including classes, courses, excursions, facilities, accommodation details and course dates without notice, where circumstances beyond its control necessitate such changes.

Whenever reasonable and practical, SH will endeavour to offer compensatory classes, however this cannot be guaranteed. SH will not be responsible for any costs incurred by or on behalf of the student because of any such case.

## **17. SERVICES**

SH reserves the right to change details of its services, including courses, facilities, accommodation and course dates, where circumstances beyond its control necessitate such changes or where the number of enrolments is not enough to operate a course viably. Students will be assigned to either morning or afternoon schedule

after their placement exam, and students travelling together are not guaranteed the same schedule. A student's schedule may change during their enrolment.

**UK Only:** Any questions or problems concerning SH that have not been satisfactorily answered or resolved by SH should be directed to: English UK, 47 Brunswick Court, Tanner Street, London, SE1 3LH, UK.

## 18. LIABILITY

SH will not be held liable for loss, damage or injury to persons or property while attending our courses. The student is solely responsible for the safety of any personal property that they bring to their chosen country of study, including any post sent to them at the centre and any certificates or paperwork.

Students must pay for any damages caused by them to SH property or to property in which they are housed. Any damages caused by a student must be paid for in full immediately. If they are not paid for, they will be invoiced to the client and payment will be due immediately.

## 19. INSURANCE

SH advises all students to have travel insurance coverage, which includes medical and personal liability as a minimum. Students are solely responsible for ensuring they have appropriate insurances in place to cover their entire stay, including travelling to/from their chosen country of study, full medical insurance, cancellation and curtailment insurance, etc.

Insurance can either be purchased independently, or through our Insurance partners in the chosen country.

**UK only:** Please contact the Reservations Team for full details on costs, level of coverage, and terms & conditions.

**US Only:** Insurance is required for all students.

## 20. DATA PROTECTION

References in this clause to the DPA are to the Data Protection Act 1998 and to the GDPR are to the General Data Protection Regulation (which comes into force on 25<sup>th</sup> May 2018).

In order to deliver education and protect student's welfare, SH will collect, keep and otherwise process personal data, including sensitive and special category personal data (as defined in the DPA and GDPR respectively) that relates to the student and their circumstances.

This will include their name and contact details, and the name and contact details of their parent(s) or guardian(s). We will also keep data on file about their education, health, welfare, accommodation, travel, passport, visa, finances and fees.

Full details of the personal data collected and processed by SH, the purposes for which it is collected and the legal basis for doing so are contained in the CATS Colleges Privacy Notice, which can be accessed via this [link](#).

We will always keep this information secure and we will share it within CATS Colleges as necessary to run our business, deliver the students' education and ensure their safety. We will also release the data where it is legally required or lawful to do so, or in the event of a medical emergency if it is necessary to protect their health or the health of others.

It is the client's and student's responsibility to update SH with students' information if it changes.

We may also provide reports to their agent and their parent/guardian on their academic progress.

The student (18+) or the parent/legal guardians of students under 18 (by completing a Parental Consent Form), consent to their/their child's personal data being stored, processed and released by SH in this way and as described in this section above. They consent to their/their child's sensitive personal data, which may include: personal data revealing racial or ethnic origin; personal data revealing political opinions; personal data



revealing religious or philosophical beliefs; personal data revealing trade union membership; genetic data; biometric data (where used for identification purposes); data concerning health; data concerning a person's sexual orientation and other data being stored, processed and released by SH in this way, as described in this section above.

On the first day of the student's course, they must give their passport (or National ID Card if they are resident in the EU) to the School Principal or Centre Director onsite. We will copy or scan it and return the original to them. It is the student's responsibility to update any personal data they give us if it changes.

SH will always comply with our obligations under the Data Protection Act 1998 in relation to the student's personal information.

**UK Only:** SH will always comply with our obligations under the DPA and the GDPR (from 25<sup>th</sup> May 2018) in relation to the student's personal data.

**US Only:** SH will always comply with our obligations under the applicable data protection laws in the US respectively in relation to the student's personal data. Where a student's normal place of residence is within the EU then SH will also comply with the GDPR (from 25<sup>th</sup> May 2018).

## 21. AGREEMENT

The current SH Terms and Conditions supersede any previous Terms & Conditions that were applicable at the time of student's booking.

By completing an application form or paying either a deposit or full fees you have read, understood and agree to the above conditions. These terms and conditions are applicable to all students.

All courses and accommodation offered are subject to availability.

Stafford House (SH) reserves the right to cancel or make changes to course or accommodation arrangements without liability if obliged to by circumstances beyond its control or due to low demand or where the students preferred accommodation is unavailable. In such circumstances, SH endeavours to offer the best alternative arrangements, dates or venues available.

Stafford House Study Holidays Limited, UK company number: 02404309, is ultimately a wholly owned subsidiary of Bright Scholar (UK) Holdings Ltd, trading as CATS Global Schools.

UK Company number: 11493248

Registered address: Bournemouth Collegiate School College Road, Southbourne, Bournemouth, United Kingdom, BH5 2DY



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