

## **Summer Intensive Terms & Conditions**

### **Registration**

All online courses are offered on a non-credit basis. As these courses are open to the general public, there are no prerequisites; however, students must be at least 18 years of age and hold a high school diploma, or the equivalent in order to register.

Sotheby's Institute of Art (SIA) may not accept enrollment of any student from a jurisdiction wherein the provision of services to an individual in that country are prohibited.

After students have registered online, they will receive an e-mail acknowledging SIA has received and accepted the registration. Submission of registration along with full tuition payment constitutes acknowledgement and acceptance of these terms and conditions.

### **Payment**

Payment in full is required at the time of registration. Payment consists of a tuition fee and a non-refundable registration fee. All course tuition is billed in British pounds sterling; students' financial institutions may charge a fee for conversion to local currency. Payment may be made by MasterCard or Visa.

### **Refund Policy**

In order to be granted a full tuition refund, students must cancel their registration by sending an email to [online@sothebysinstitute.com](mailto:online@sothebysinstitute.com) by 5:00pm (your local time) five full business days before the course start date. Please note SIA is unable to reimburse for any currency conversion fees charged by the credit-card issuer and refunds will be issued to the paying credit card. There will be no refunds given for students who request a refund outside of these parameters.

### **Course Content**

Sotheby's Institute of Art will make all reasonable efforts to deliver the course as outlined on the website. However, SIA reserves the right to make reasonable amendments to the content and syllabus of a course when necessary.

All courses are conducted in English. SIA's online courses are intensive, and may involve preparatory reading or other assignments, and participation in discussion forums; therefore, we suggest students have a conversational knowledge of English. A typical schedule will include two 1-hour lectures with time for questions and a short break, delivered at the specified time, Monday to Friday, for two weeks.

Students should have a flexible schedule that allows them to successfully complete the course. Refunds are only provided before the course begins as stated above.

### **Access & Technology**

It is the student's responsibility to obtain and maintain the proper hardware and software required to participate in Sotheby's Institute of Art (SIA) Intensive online courses. This responsibility includes access to a reliable internet connection that is capable of streaming, watching and listening to live video content. Zoom Webinar, the video-streaming software used by SIA for the Intensive courses, is browser-based. Responsibility rests with the student to check that they are using the most up-to-date version of their internet browser.

When accessing the lecture or any other SIA content or channel, you are responsible for compliance with the laws of your jurisdiction. Although every security measure has been put in place to ensure a safe and stable connection, SIA cannot be held responsible for any third party interference or sabotage to our online content, or data loss as a result.

SIA will make every reasonable effort to make our material accessible to all students. Where a student has additional needs in order to access the lectures (e.g. closed captions or subtitles), they are requested to contact Sotheby's Institute of Art in advance of registering to ascertain whether their specific requirements can be accommodated.

### **Course Cancellation**

Sotheby's Institute of Art reserves the right to cancel courses when necessary due to unforeseeable circumstances or insufficient enrollment. In this instance, all tuition fees paid for the course will be refunded to the paying credit card. Cancellation decisions are generally made one week before classes begin, though SIA reserves the right to cancel any class up to the first day. Students should allow up to six weeks for the credit to appear on their statement.

### **Student Conduct**

Students will be expected to follow guidelines and procedures outlined in the Student Handbook and the [Terms of Use](#) for the learning management system. The SIA Online Community is made available one week before a course start date to enrolled students. Sotheby's Institute of Art reserves the right to remove any student from the course who does not respect these guidelines and/or fellow students, faculty and/or staff.

Submission of the registration form along with full tuition payment constitutes acknowledgement and acceptance of the terms and conditions outlined herein.

### **Disclosure**

Course interviews reflect the ideas of the faculty member and guest speaker and are at the discretion of each. These views might not reflect the ideas of Sotheby's Institute of Art.

Disclosure: course interviews may include speakers who have a proprietary interest in the products, instruments, devices or materials discussed, including but not limited to involvement in particular galleries, auction houses, and/or artists' estates.