

Meals Package – Terms & Conditions
Academic Year 2023-2024

1. Introduction

1. These terms and conditions represent an agreement between you, a prospective or registered student ('you'), and West Dean College of Arts and Conservation ('we' or 'us' or 'the College'). These terms and conditions along with:
 - the College's regulations, procedures and policies ('regulations');
 - the offer letter from our Registry comprising the offer ('offer') made by us to you for a place on a programme of study ('course(s)'); and
 - the material pre-contract information provided to you following your acceptance of the offer,

form the contract made between you and us (the 'contract').

2. In the event that the provisions of these terms and conditions conflict with the provisions of any other documents forming part of the contract, you and we shall comply with the provisions of these terms and conditions.
3. West Dean College of Arts and Conservation is a part of The Edward James Foundation Limited (charity number 1126084 and company number 6689362) with its registered office at Estate Office, West Dean, Chichester, West Sussex, PO18 0QZ. Our VAT number is 927421133. Our contact details can be found on our website. We are subject to regulation by the Office for Students and many of our courses are validated by the University of Sussex.

2. Fee

1. The amount payable for meals is available on the College's website.
2. You must pay the Fee in advance as follows:
 - a. In full, two weeks prior to the commencement date of the first term.
 - b. Alternatively, on request of the Student the Fee may be paid in three instalments due two weeks prior to the commencement of each term.
3. You will not be entitled to any refunds or exchanges for meals you have not taken.
4. In the event that a third-party sponsor has agreed to pay all or part of your fees, you will still remain primarily liable for the payment of the fees.

3. Entitlement

1. You are entitled to the following meals:
 - a. Lunch Package:
 - i. Full Time Students: lunch Monday to Friday during term time.
 - ii. Part Time/Blended Delivery Students: lunch during your study block.

- b. Full Board Package:
 - i. Full Time Students: all meals during term time.
 - ii. Part Time/Blended Delivery Students: all meals during your study block.
- 2. Packed lunches can be provided for any day study trips. Students must order packed lunches via the form on Canvas for collection on the morning of their trip. They must submit their order at least 24 hours before collection.
- 3. The fee excludes any meals or refreshments during
 - a. study trips which last longer than one day and
 - b. work placement periods
- 4. You will not be entitled to any meals if you have any overdue payments for meals.

4. Rebates

- 1. A nominal meals rebate (rate subject to change) will be paid for:
 - a. Periods of work placement which form part of the assessed course in accordance with the Work Placement Policy.
 - b. Study trips which last longer than 1 day.
- 2. You must email the Student Services Team prior to your work placement or trip to claim a rebate. The Student Services Team will then confirm your placement or trip attendance with Academic Registry.

5. Termination

- 1. Should you wish to change your board status, you need to provide the College with 4 weeks' notice. Please note this is subject to availability. Any requests to change your board status should be emailed to the Student Services Team.
- 2. A refund of any amount paid for meals past the termination of your meals entitlement will be paid to you within 2 weeks of the termination of your entitlement or applied as credit to any future or unpaid invoices.