TERMS AND CONDITIONS

Nottingham Mechanics Institute
Leisure Learning Courses and Public Events

1. Enrolment and Course Fees (Day Classes)

Payment of the full course fees must be made in advance and should be made at the time of placing a booking. A place cannot be reserved without payment.

It is not possible to attend a course unless payment has been received.

We accept payment by credit or debit card, cash, or cheque, but cannot take payment by phone or direct bank transfer.

2. Cancellation and Refunds

Cancellations must be made in writing by post or email (learning@nmi1837.com).

A refund of fees paid will be granted, subject to the following:

- Cancellations within fourteen working days, beginning the day after the booking is confirmed, will receive a full refund. If the course begins in this 14-day period, the refund will be subject to a deduction in proportion to the number of classes completed in this period. (Consumer Contracts Regulations 2013)
- Cancellations more than 14 days before the start date and more than fourteen working days after confirmation will be charged 10% of the course fee.
- Cancellations within 14 days or less of the start date, up to 6 days after the start of the course and more than fourteen working days after confirmation will be charged 20% of the full course fee.

Participants who fail to attend the course without a written cancellation before the second week of the course will be charged the full course fees; no refund will be given.

The Nottingham Mechanics Institute reserves the right to cancel a course up to and including the date of the course if insufficient bookings have been received and will strive to give as much notice of this as possible. Individuals booked onto a cancelled course will be given the option of a full refund or of transferring the booking to an alternative course.

We may be required to cancel an individual class at short notice. Wherever possible we will endeavour to offer the class at a later date within the same term. If it is not possible to rearrange this class, or if the rearranged class is not in the same term and you cannot attend the new date, a refund equivalent to one week’s fee will be given.

Nottingham Mechanics Institute will not be liable for the refund of fees to students, or any other financial penalty should classes be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance, pandemic, or any other cause whatsoever beyond its control.

Refunds issued as a cheque must be cashed within the time allowed by banks (usually 6 months); cheques will not be reissued after this period. Lost cheques (apart from those that are mislaid in the post) will only be reissued after the fee for the cancellation of the original cheque has been deducted (£5).

3. Delegate Substitution

No delegate substitution will be allowed.

4. Transfer

Requests to transfer to an alternative course or date may be made and will incur no additional fee. However, transfers are subject to availability and the Nottingham Mechanics Institute is not obliged to ensure suitable alternatives are available.

5. Course Content

The Nottingham Mechanics Institute reserves the right to change the content, timing, date, venue, or instructor of the course in order to provide a high-quality service or where it is necessary for reasons beyond our control.

Where additional materials costs are indicated in the brochure or on the website, these are payable directly to the class tutor at the class, or as directed at the start of the course.

6. Acceptable Behaviour

In the interests of all course participants, the Nottingham Mechanics Institute reserves the right to refuse admission or enforce the removal of any participant whose behaviour or demeanour is, in their view, considered inappropriate or unacceptable. No refund or partial refund will be offered.

7. Age Restrictions

No persons under the age of 18 years will be able to book to attend any Leisure Learning course at the Nottingham Mechanics Institute unless a parent or guardian signs their application. The Institute reserves the right to turn down an application from a person under the age of eighteen, or to request that they be accompanied by an adult who has also booked to attend.

8. Criminal Convictions

Having a criminal record does not necessarily prevent you from attending a leisure learning course at the Nottingham Mechanics Institute but we encourage participants to disclose criminal convictions so that we can fairly assess any risks and meet our duty of care to ensure the safety and wellbeing of all students, staff, and visitors. If you have a criminal conviction which is not spent, please contact us before you make a booking, and we will be able to send you a Self-Disclosure Form.

9. Data Protection

Any personal information you give to us will be processed in accordance with the General Data Protection Regulation (GDPR) and our Privacy Policy. We will use the information to process your booking, to provide the course and to inform you about similar courses which we provide, unless you tell us that you do not want to receive this information.

10. Complaints

The Nottingham Mechanics Institute makes every effort to ensure you enjoy your course of study. In the event that you have a complaint about any aspect of the Institute’s Leisure Learning provision, this should be made in the first instance via email to learning@nmi1837.com. In the event that an issue is not resolved to your satisfaction by the General Manager, you have a right to take your complaint to the Trustees of the Nottingham Mechanics Institute.

11. Tickets (Public Events)

Tickets for events will be available as soon as an event is publicised and may be purchased in person by cash, cheque, or card over the library desk, online via the Institute's online store or by cheque in the post.

A place may be reserved by phone or email and the reservation will be held for five working days. If payment has not been received within five working days or before the start of the event (whichever is earlier) the reservation will be cancelled.

A place cannot be reserved without payment except in the following circumstances: if tickets are available for an event which takes place within five working days. Payment for the ticket must be made before the start of the event.

To attend a members' event, your subscription to the Nottingham Mechanics Institute must be valid for the date of the event.

Unless otherwise stated, members may buy tickets for up to three non-members to attend the same event.

Entry to an event will be permitted on presentation of a valid ticket.

We accept payment by credit or debit card, cash, or cheque, but cannot take payment by phone or direct bank transfer.

12. Cancellation and Refunds

If the event is cancelled, the full ticket price will be refunded.

If the ticket holder no longer wants to, or is unable to, attend the event, a refund will be given only if the ticket is resold. If the ticket is resold, a charge of 20% of the ticket price will be deducted before a refund is given.

13. Transfer

The reselling or transfer of tickets is not allowed.

14. Data Protection

Any personal information you give to us will be processed in accordance with our Privacy Policy.

15. Jurisdiction

These terms and conditions will be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction over disputes between a user and the Nottingham Mechanics Institute arising out of the access to or use of these websites. Omission by the Nottingham Mechanics Institute to exercise any right under these terms and conditions will not constitute a waiver of such right unless expressly stated by the Nottingham Mechanics Institute in writing.