

BOOKING INFORMATION

To book please call one of our advisors on 0330 123 2523. Our advisors can help you select the right course for you, they can also take card payments over the phone.

All fees must be paid for at the time of booking. Material costs are included for some courses unless otherwise stated.

You can book the courses at any time but we recommend that you book no later than two weeks before the start date.

The minimum age for the leisure courses is 16. You must be 16 on or before the 31st of August of the current academic year.

FEES & FUNDING

All fees are current at the time of going to print, however we reserve the right to amend them.

Community Learning Bursary – FREE TUITION may be available for some courses if you are currently unemployed. You will be asked to provide evidence when booking to support your claim. Places are limited and will be offered on a first come, first served basis, for 19+ students only. Please ring 0330 123 2523 to discuss your eligibility.

CANCELLATIONS

Occasionally courses may be cancelled if bookings are low or for other reasons. We aim to let you know in plenty of time if this happens. If a course is cancelled by us you will be provided with a full refund of the fee paid.

REFUNDS

If you cancel your place at least 2 weeks before the start date you will be given a full refund less an administration fee of £10.00. Requests must be made in writing or by email. Cancellations made with 2 weeks or less notice will incur the full course fee and non-attendance constitutes a cancellation.

Once a course has started refunds for any other reason are not usually given and will only be made in special circumstances such as illness (a medical certificate is required) and would, if approved, be given on a pro rate basis and be subject to an administration fee of £10.00. Any refund request must be made prior to the end of the course in writing or by email.

CHANGES TO COURSES

We reserve the right to make changes/cancel courses. We will notify you as soon as the change/cancellation has occurred.

PERSONAL BELONGINGS

TCCG will not take responsibility for any personal belongings taken to and left at the venue.

DATA PROTECTION

We are committed to protecting your data in line with General Data Protection Regulations. Privacy Notice available at <https://www.cornwall.ac.uk/governance/your-information/>