

GENERAL INFORMATION



HOW TO BOOK

The college booking office is open 9.00am – 5.00pm each day including weekends. Telephone 01772 784661. When booking please give us the title and date of the course.

- **By telephone:** contact the college and pay by credit or debit card.
- **By post:** with a cheque made payable to “Lancashire County Council”.

Early booking is advised in order to ensure your place and to enable us to make a decision as to whether the course is viable. Courses are reviewed before their start date and should enrolments be low, the college reserves the right to postpone or cancel such courses.

WHAT DO THE COURSE FEES INCLUDE?

Residential Courses

- Tuition and full board. Please note that the fees shown by each course are based on standard accommodation. Supplements are payable for ensuite facilities.

Day Courses

- Tuition, tea/coffee, 2-course lunch and full afternoon tea (except where stated otherwise).

Alston Programme

- 3-course dinner with coffee and a lecture or recital (unless otherwise stated).

SUPPLEMENTS FOR RESIDENTIAL ACCOMMODATION

Alston Hall has 31 bedrooms and can accommodate up to 49 residents. 26 of the bedrooms have ensuite facilities and 5 are standard rooms with a washbasin. Tea and coffee making facilities and complimentary toiletries are available in every room.

Standard Rooms

do not normally attract a supplement

Ensuite Single Rooms -

£9.00 per night supplement

Ensuite Shared Rooms -

£5-£6 per person per night

This supplement will be waived for the 5th and subsequent nights of any course.

Overnight accommodation may also be available if you wish to extend your stay or link our day activities together.

Please contact reception for further details.



FEE POLICY

Fees already paid (covering the cost of tuition, administration, meals and accommodation) will be automatically refunded in full, or (if preferred) a transfer of fees to another course will be arranged, in the following cases:

- if a course is cancelled by LAL before the start of the course
- if a course has been permanently re-scheduled to a different time and/or place from what was advertised
- if the stated course aims have been changed significantly.

In circumstances other than those listed above, no refunds will be given. This applies to refunds of deposits paid and refunds of the balance of fees paid.

Other related or incurred costs are also non-refundable.

Transfer of fees is possible up to two full weeks prior the beginning of the course.

We recommend you take out or check existing insurance policies which may cover these eventualities.

PAYMENT DETAILS

Day Courses:

Full fees are payable at the time of booking.

Residential Courses:

- Please call the college office before making a residential booking to check appropriate accommodation is available. There are two stages to booking a residential course:
 1. Payment of a non-returnable deposit of £20 per night at the time of booking.
 2. Payment of the balance one month before the course starts.
- Unless otherwise stated all residential courses start with evening meal. You are welcome to register from 5.00pm on the evening of the start of the course.

Non-residential learners on Residential Courses:

- If you live locally and would prefer not to stay overnight at Alston Hall, you are welcome to attend residential courses at a reduction of £22.50 per night.

WE CAN HELP YOU!

- A course information sheet will be sent to you upon payment of the full fee and is available on request from the college prior to enrolment if required.
- We welcome participation by learners with disabilities. The college has a range of assistive technology available and wheelchair access is available to most parts of the college. Please call us to discuss any particular additional needs before your course.
- Special Dietary requirements – We can only cater for requests for **vegan, medically recommended and religious restrictive diets**. Please notify us prior to the course.

The college is grateful for permission to re-produce photographs from a variety of sources.

This information can be produced in a number of different medias upon request. Please contact the College for further details.

Data Protection Act 1998

- Fair Processing Statement:

All personal data provided to Lancashire Adult Learning will be used for the provision of education and training courses and may be used to provide information to Lancashire County Council (LCC), the Learning and Skills Council, the Department for Innovation, Universities and Skills and other funding agencies. The data controller is LCC and the nominated representative is the Data Protection Officer, PO Box 100 County Hall, Preston, PR1 0LD