



the cotswold gardening school

PLEASE FILL IN THIS FORM USING BLOCK CAPITALS – ATTACH PHOTOGRAPH TO COMPLETED APPLICATION

Course (and start date) applied for

If you are interested in any other course(s) please list them here

.....

.....

Surname Title: *Mr/Mrs/Miss/Ms/Other*

First name(s) Gender Male Female

Address

House Number/Name

Road

Town

County Postcode

Daytime Tel Date of Birth / /

Evening Tel E-Mail

Mobile Occupation

Do you have any previous experience or skills from a previous career which may be relevant to this course?

What would you like to achieve by the end of this course?

Please turn over, complete reverse of this form and read through the *rules & regulations* and *terms & conditions* before signing

Signature Date / /

I certify that the above information is correct and that, if accepted, I agree to conform to *the rules & regulations* of The Cotswold Gardening School. I have also read and understood the general *terms and conditions*. A copy of both the *rules & regulations* and the general *terms and conditions* can be found at the end of this document. Please note that application forms which are not signed cannot be processed.

It is sometimes necessary to make alterations to the lectures, tutors, timetable and locations of our courses to those advertised and we reserve the right to do so.

One Year Diploma in Prof. Garden Design / Creative & Practical Planting Application Form

Support needs (including disabilities or learning difficulties)

We aim to match our student's learning style as much as we can. This information will help us to get an insight in the way we can best support you. **Please note that disclosing a need for additional help will not prejudice your application.**

Do you have a disability/learning difficulty or health problem which you would like us to know about? Yes No
 If Yes, indicate with a ✓ in the table below. Please tick all that apply.

Visual impairment	
Hearing impairment	
Disability affecting mobility	
Profound complex disabilities	
Social & Emotional difficulties	
Mental health difficulty	
Moderate learning difficulty	
Severe learning difficulty	
Dyslexia	
Dyscalculia	
Autism spectrum disorder	

Asperger's syndrome	
Temporary disability after illness (e.g. post-viral) or accident	
Speech, language and communication needs	
Other physical disability	
Other specific learning difficulty (e.g. dyspraxia)	
Other medical condition (e.g. epilepsy, asthma, diabetes)	
Other learning difficulty	
Other disability	
Prefer not to say	
Not provided	

Is English your first language? Yes No

For any other need, worries or concerns with regard to the course, please give a brief description.

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Permission to use artwork

From time to time The Cotswold Gardening School uses student artwork to promote its courses at open days, shows/exhibitions and on the schools website & social media. In addition, Caroline Tatham has a further book planned for which she will be using student artwork as illustrations. Any artwork used will receive full accreditation for the designer. Please tick the box below if you do NOT wish to grant The Cotswold Gardening School and Caroline Tatham permission to use your artwork for these purposes.

I do NOT agree to grant to The Cotswold Gardening School and its Principal Caroline Tatham, in respect of any course work I produce as part of the course, a perpetual royalty- free license.

Course fees and deposit

Applications should be accompanied by a **non-refundable deposit of £750 for One Year Professional Garden Design Diploma** (£4,450 full course fee) and **£750 for One Year Creative and Practical Planting Diploma** (£2,995 full course fee). Please ✓ the relevant box below and fill out the amount.

I enclose a cheque for £..... (Please make cheques payable to 'The Cotswold Gardening School Ltd.')

I have paid £..... by bank transfer (Please enter your name as a reference)
 BACS payments: sort code: 83-04-25 / account number: 10207340 / IBAN: GB07RBOS83042510207340 / BIC: RBOSGB2L

For further details about course fees, early bird incentive (pay in full at least 6 weeks before the course start date) and late booking fees (payments made less than 2 weeks before the course start date), please refer to the website or contact the school.

How did you hear about The Cotswold Gardening School? (Please tick one only)

Leaflet Press Advertising Word of mouth Previous student Website Email Facebook Twitter Google

For College use only

Date Received..... **Interview**.....

Action detail.....

When you have completed this form, please return to:

The Cotswold Gardening School, Admissions, Gossington Hall, Gossington, Slimbridge, Gloucestershire, GL2 7DN
 If you are unsure about filling in any part of this form please call 01453 899018 or email: info@cotswoldgardeningsschool.co.uk

RULES AND REGULATIONS (Please keep this page for your records, no need to return)



the cotswold gardening school

To ensure a happy and healthy working environment we ask students to observe the following house rules and regulations:

Smoking is not permitted in the school building.

If smoking outside, students are asked to dispose of cigarette ends respectfully and not to leave them in the garden.

In the event of a fire: If you suspect there is a fire at the school, please leave the building and advise any other students. Once you are safe, please let a member of our team know, as long as this does not compromise your own safety.

The assembly point in case of a fire or fire drill is the school car park.

School Hours

10h00 – 15h30 Monday to Saturday,
with the first lecture starting at 10h30

Office Hours 10h00 – 15h00 Monday to Friday

Lunch break and tea breaks

Tea and coffee are available on a self-serve basis from 10h00. Lunch hour which is normally 12:30pm- 1:15pm may vary according to each days schedule and the availability of visiting lecturers. On occasion it is possible that project clients may be invited for a shared lunch as part of project presentations. It is expected that students will behave in a polite and respectful manner during shared lunches and during presentations to clients.

Arrivals and attendance

In order for all students to get the full benefit from the course, it's important to start on time. Students are responsible for arriving each day between 10:00 (when the school doors will be unlocked) and 10:30 for registration. You are advised to arrive on time in order not to miss any announcements / changes to the day.

A registration sheet will be available for signing in and it is the student's responsibility to enter their name on the sheet. We appreciate if you let us know in advance if you will be late or absent due to exceptional circumstances. For the Garden Design Diploma course we refer to the Qualification Specification which states that The Cotswold Gardening School and Bridgwater College expect students to attend a minimum of 90% of the taught hours, equalling 135 hours. Any absence has to be formally notified. The school will record absences in an attendance register. Non-authorised absence for more than 3 course days during the whole year may result in the student failing the course. This will be at the discretion of the college principal.

The best way to contact us is via email:
info@cotswoldgardeningsschool.co.uk

Please allow at least two working days for us to respond to email requests as we may be busy during the day teaching other courses. Please do not contact the school principal or any visiting lecturers via their personal email address, unless you have previously agreed this with them.

Enquiries over the phone are very welcome during office hours, but we do ask to respect the private time of Caroline Tatham and her family in the evening and during the weekend.

Photographs: We ask that each student hands in two (passport) photographs at the start of the course. This is to help visiting tutors (subject to student enrolment numbers) who are not here a lot to get to know you.

Cloakroom: Please use the cloakroom to hang up coats and store belongings not needed for the course, so as to keep the studio clear.

Toilet: The toilet is located opposite the cutting garden entrance.

Coursework and handing in:

All coursework handed in should be your own work, suitably referenced where applicable. When handing in you will be asked to sign a form confirming that your project has all been completed by yourself and is original work. Where intentional plagiarism (the passing off of another's work as your own) is found, the school will undertake disciplinary procedures. This includes copying and pasting information from the internet into written documents such as plant portfolios.

For every project students are required to hand in a full set of work, in hard copy and digital format. It is part of the student's obligation to the school to submit digital files for project clients when requested to do so (Garden Design Diploma only). For further information about handing in we refer to the Qualification Specification. Students will be required to display their work for the end of year show unless otherwise agreed.

Should a student have a valid reason such as illness for not being able to complete work on time, an extension can be agreed with the school principal. This needs to be agreed with at least one weeks' notice prior to the hand in date. On submission students will be required to list each item handed in on the form provided. All work must be submitted in a suitable named portfolio and each item must be individually named either on the title block or the back of the sheet or with each sketch book.

The school takes care of student work very seriously. With visiting lecturers, external assessors and moderators who are all involved in the marking process it is detrimental that all work is named. While we do everything possible to prevent the loss or damage of student work the school accepts no responsibility in the event that this might happen.

Studio: Please try not to take any beverages into the studio - hot or cold. It's amazing how much damage one cup of tea can do to another student's precious project work.

Please also help us to keep the studio tidy by removing your equipment and other belongings at the end of the day as the studio is used for other classes. Please also remember to label all of your equipment so it can be easily returned if lost.

Please put any rubbish in the bin provided in the studio.

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Mobile Telephones must be switched off during lectures and not used during class time if possible - we understand that in an emergency this may not be possible.

We kindly ask you not to take any photos or film any material which is shown to you during your course (this includes Powerpoint presentations). Many of these images are protected by copyright, and we have a duty as a school to maintain client confidentiality.

All course hand-outs have been carefully put together by the school's Principal Caroline Tatham, who is an experienced lecturer and has made sure the hand-outs contain ample information on all topics discussed. In order for every student to get the most out of the course, it is important that the tutors can gauge if everyone has understood the subject. The use of camera's or camera-phones during a lecture creates a barrier between student and teacher, and can disturb the teacher and distract fellow students.

Project gardens and clients (course dependant):

Students are not permitted to contact project garden owners directly during or after the course, all communication must be conducted via the school. Please do not take photos of project client sites or volunteering workplaces except for personal use, and then only if you have asked for permission from the client or garden owner. Client feedback for the projects is on a voluntary basis and cannot be guaranteed.

Gossington Hall house and gardens:

Please bear in mind that the school is part of the private residence of Caroline Tatham and her family and there are at times children and animals in the garden. We kindly ask you to respect their privacy and refrain from entering the gardens or going up to the main house unless you have specifically arranged this with Caroline first.

Please park in the car park provided and not the drive to the main house.

Students are asked not to have materials for project work, such as stone or decking samples, or any brochures or catalogues sent directly to the school. Items should be sent directly to your own address and then brought into the school for tutorials or presentations.

Dogs are not permitted in the school building at any time. In the event that it may be necessary for students to bring a dog with them it must be kept in a very well ventilated car or on a lead at all times. Any dog mess must be cleared away. Students are not permitted to allow dogs to run freely around the garden.

Students are expected to be respectful of the grounds around the school:

During your course there will be opportunities to visit the gardens with your tutor.

Please do not take cuttings or pick seeds without discussing directly with Caroline first. Please do not walk on the flower beds. If you want to get close to a plant for a photo or read a plant label, please ask for assistance.

The garden renovation is on-going. Please take care on site and be sensible with regard to potential hazards such as hoses or loose paving stones that can be tripped over. Students are not permitted to tour or use the gardens without supervision or permission, this includes the use of private garden furniture for lunch breaks.

Students are expected to behave in a manner which is respectful to others and conduct themselves in a professional manner at all times. This includes staff members, visiting lecturers, other students and clients.

It is important that students' behaviour does not interfere with nor disrupt class activities. This includes verbal as well as physical behaviour, in class, during volunteering projects, on supplier visits and at client's gardens (course depending).

Please always use respectful language towards other students, tutors and staff and clients, including language used in email and phone messages or during school trips. Any student persisting in anti-social behaviour may be asked to leave the school with no refund of fees. This decision will be made at the discretion of the school's principal. We refer to the Qualification Specification for further information about disciplinary action.

Volunteering and networking opportunities

Selected students may be offered volunteering opportunities during and after their course allowing them to experience real projects, clients and their gardens. This is not part of the course but may be offered as an added extra at the discretion of the school principal. Any student not behaving in a professional manner will be asked to leave immediately.

On occasion the school principal may share some of her professional contacts with students. Students are expected to behave in a professional manner at all times and understand that they are representing the school and the principal's design practice by their behaviour.

Disclosure of health concerns

The school takes appropriate and reasonable precautions to protect the health and safety of students in the classroom.

Additionally, some course activities may require students to visit the garden at Gossington Hall. Students are advised always to wear appropriate footwear and take care on site. We kindly ask that students inform the school of any special health-related conditions which may affect course activities at the time of enrolment.

Please feel utterly free to ask your tutors any questions at any time during the course. You are with us to learn and if you do not feel comfortable asking questions that is our fault for not making it OK for you to do so.

We need to work together and we are here for you - so do let us know if you encounter any problems!

Thank you for your cooperation.

Caroline Tatham – Principal

TERMS & CONDITIONS (Please keep this page for your records, no need to return)



the cotswold gardening school

1. Contract and Enrolment

- 1.1 The terms of the School's diploma price structure, application form and these terms and conditions constitute the terms of the legally binding contract ("the Contract") between you ("the Student") and The Cotswold Gardening School ("the School")
- 1.2 Enrolment of a Student on a course is subject to written acceptance by the School.
- 1.3 The Student must:
- 1.3.1 be fluent in English and must meet any English proficiency requirement specific to the course; and
 - 1.3.2 be at least 18 years of age at the start of the course; and
 - 1.3.3 meet any other course specific requirements.
- 2.7 The School will not reimburse fees in full or in part if the Student:
- 2.7.1 is excluded from the School for any reason;
 - 2.7.2 is unable to attend the course for any reason. (The School recommends that the Student takes out third party insurance to limit the risks related to illness or accident)
 - 2.7.3 fails to complete the course.
- 2.8 One Year diploma course Students may pay their fees in three equal instalments, payable two weeks prior to the start of each term, subject to:
- 2.8.1 the agreement of the Principal; and
 - 2.8.2 a surcharge (amount detailed on the website); and
 - 2.8.3 the purchase of fee insurance cover for illness or personal accident through a third party insurance scheme; and
 - 2.8.4 the fee-payer being domiciled in the UK.
- 2.9 In the event of the Student's expulsion, any unpaid fees become due immediately.

2. Fees

- 2.1 Applications should be accompanied by:
- 2.1.1 a non-refundable deposit for all diploma courses: £750 for one year courses, £500 for five week intensive courses and £350 for all ten week courses
- 2.2 A deposit is payable within seven days of the offer to secure any diploma course place offered. The balance of fees is payable two weeks prior to the start of the course for Students paying in full, or a surcharge will apply (detailed on the website) for late applications. In these cases fees will be payable before the start of the course.
- 2.3 If fees become overdue, the School reserves the rights to charge interest at 2% above the bank base rate unless the School can give the Student's place to another prospective student.
- 2.4 The Student will notify the Principal immediately of any circumstances that may prevent the payment of fees on time.
- 2.6 The Student is liable for the cost of any bank or transaction charges related to payment of fees. All card payments over £1,000 will be subject to a transaction charge of 2% to cover bank charges.
- 2.6 The School reserves the right to increase course fees at any time prior to the start of the course. The price of any course will be that ruling on the day of acceptance of your enrolment by the School.

3. Termination

- 3.1 If the Student wishes to withdraw from the course and gives four weeks notice in writing before the start of a course, the School will refund any payment made in excess of any deposit.
- 3.2 To be effective the notice must be posted or delivered not later than 28 days before the start of the course.
- 3.3 Withdrawal from a course after its start date means that the Student has lost the right to terminate the contract and the School will retain all fees paid.

4. Copyright

- 4.1 The student will comply with all UK and EU copyright legislation.
- 4.2 If required by the School, the Student shall make coursework available to the School for copying and the School shall retain the right to make and use copies of the coursework for any reasonable purpose. On completion of the course, ownership and copyright of each Student's coursework shall be granted to the Student.
- 4.3 The Student grants the School all necessary rights to use for any reasonable purpose photographic images of the Student made during the course.

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5. Course Amendments

- 5.1 The School reserves the right to make changes to the course syllabus, lecturers, timing and any other details of a course as the Principal deems necessary.
- 5.2 The School reserves the right to cancel all or part of a course at any time subject to repayment of fees received in relation to the cancelled part of the course.

6. Awards

- 6.1 The School reserves the right not to award a diploma if:
 - 6.1.1 the Student does not reach the minimum pass mark for the course; or
 - 6.1.2 the Student is absent for any reason for more than 10% of the course.

7. Exclusion

- 7.1 The School reserves the right to exclude the Student either permanently or temporarily from the School if:
 - 7.1.1 it has reason to believe that the Student poses a risk to other students or staff; or
 - 7.1.2 the Principal deems the Student's conduct to be inappropriate or disruptive; or
 - 7.1.3 the Student is persistently in breach of these terms and conditions or the house rules and course-specific rules notified to the Student from time to time; or
 - 7.1.4 the Student has misled the School on the application form; or
 - 7.1.5 the Student does not meet the course's specific attendance requirements if any, or what in the view of the Principal (the Principal's decision being final) shall constitute a reasonable requirement for the Student's attendance on the course in question such that the Student will achieve the learning objectives.
 - 7.1.6 the Student's fees are overdue.

8. Limit to Liability

- 8.1 The School shall not be liable for:
 - 8.1.1 any loss of personal property; or
 - 8.1.2 the consequences of events beyond its reasonable control; or
 - 8.1.3 any indirect or consequential losses or loss of profits incurred by the student; or
 - 8.1.4 any costs incurred by the Student in producing his or her coursework.

9. General

- 9.1 The Contract contains all the contractual terms agreed between you and the School.
- 9.2 No failure or delay by the School in enforcing any of its rights under the Contract shall be deemed to be a waiver of such right.
- 9.3 The Contract shall be governed by English Law.