



the cotswold gardening school

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

Start date applied for:

The course is scheduled to run on TUESDAYS. If there are sufficient enrolments, a second group will run on *Wednesdays*.

Preferred day IF two groups are running (Tuesday or Wednesday):

Surname	<input type="text"/>	Title: <i>Mr/Mrs/Miss/Ms/Other</i>	<input type="text"/>
First name(s)	<input type="text"/>	Date of Birth	<input type="text"/>
Address	House Number/Name Road Town Postcode		
Daytime Tel	<input type="text"/>	E-Mail	<input type="text"/>
Evening Tel	<input type="text"/>	Occupation	<input type="text"/>

Please describe your education / career path and any experience or skills which may be relevant to this course:

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

I am confident using a computer*:

<input type="checkbox"/> very confident	<input type="checkbox"/> fairly confident	<input type="checkbox"/> not so confident
For this course I will be using:	<input type="checkbox"/> PC	<input type="checkbox"/> Mac

(please tick ✓ as appropriate)

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

Signature	<input type="text"/>	Date	<input type="text"/>
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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.

* Students need to have basic computer skills and be able to perform fundamental tasks on their own device, including how to run it, turn it on and off and troubleshoot where necessary. Students will also need to know how to use email and how to create / save / store / organise / access files and folders on their own device as well as online using Dropbox.

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.

Permission to use artwork

The Cotswold Gardening School may use student artwork (including presentation videos) and classroom based photo/video footage of students for promotional purposes. This footage may appear in open morning presentations, in printed publications, on our website, on social media or on all four. 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. We will not include details or full names of any person in an image on our website, social media or in printed publications. To comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings of you. Please tick the relevant boxes below if you are happy to grant permission for all or any of the above.

- I 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.
- I give consent for my person to appear in any photo/video footage for promotional purposes.

Course fees and deposit

Applications should be accompanied by a **non-refundable application fee of £35**. For successful applicants - subject to an obligatory interview (this can be in person at the school or via Zoom meeting) with the school principal - a further non-refundable deposit of £750 is due no more than two weeks after a place on the course has been offered. For further details about course fees please refer to the website or contact the school.

- I have paid the £35 application fee by bank transfer (*Please enter your name as a reference*)
BACS payments: sort code: 60-83-71 / account number: 48125535 / account name: The Cotswold Gardening School Limited

General Data Protection Regulation

Please ✓ if you are happy for The Cotswold Gardening School to keep the personal details included on this application form in our records after you have completed your course with us, this for the sole purpose of keeping you informed about upcoming opportunities in the form of new courses, volunteering or job offers. No information will at any point be passed on to a 3rd party.

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.....

If you are unsure about filling in any part of this form please call 01453 899018 or email: info@cotswoldgardeningschool.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:

School Hours

10h00 – 16h00 Tuesday to Saturday -
the schoolroom opens at 10h00 with
the first lecture starting at 10h30

Office Hours 10h00 – 16h00 Monday to Friday

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

Email support is available during term time only - 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.

Please note that the office team are regularly working from home and therefore your call may not always be answered. In this case, please leave a message on the answer phone or send us an email.

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 and put any rubbish in the bin provided. Please remember to label all your equipment so it can be easily returned if lost.

School library books can be consulted in the studio, however they are not permitted to leave the school.

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

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

Smoking is not permitted in the school building. If smoking outside, please dispose of cigarette ends respectfully and do 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.

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 first.

Please park in the car park provided. If the school car park is full you are also welcome to park in front of the open garages alongside the driveway that leads to Gossington Hall, or near the chicken coup. Please leave the driveway clear however for deliveries and/or emergency access.

Dogs are not permitted in the school grounds or on site visits at any time. Please also refrain from leaving dogs in the car – even if well ventilated.

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.

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. 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 regarding potential hazards such as hoses or loose paving stones that can be tripped over. Students are not permitted to tour or use the gardens – except for the walled school garden - without supervision or permission, this includes the use of private garden furniture for lunch breaks.

Lunch break and tea breaks

Tea and coffee are available on a self-serve basis from 10h00. Please help keep the kitchen tidy.

Lunch break is normally between 13h00 – 13h30 but may vary according to each day's schedule and the availability of visiting lecturers.

Lunch can be eaten inside in your own seat or weather permitting in the school garden. Seat cushions for the outdoor furniture are available in the back of the schoolroom near the exit door. You are also very welcome to use the outdoor space school garden during breaks.

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.

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.



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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 Principal who is an experienced lecturer and has made sure the hand-outs contain ample information on all topics discussed. 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 cameras or camera-phones during a lecture creates a barrier between student and teacher and can disturb the teacher and distract fellow students.

Photographs: We ask that each student hands in one (passport) photograph with the application form. This is to help visiting tutors (subject to student enrolment numbers) who are not here a lot to get to know you.

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 each project, students are required to hand in a full set of work in digital format. It is the student's responsibility to ensure their submission files are uploaded onto Dropbox in a timely manner, and to bring a back-up copy of said files on a USB memory stick. Digital files will be shared with tutors for the purpose of marking as well as with the relevant project garden client. For later projects (projects 3 and/or 4) students may be asked to also submit hard copies of their project work. On submission students will be required to list each item handed in on the form provided. For further information about handing in we refer to the Qualification Specification.

Should a student have a valid reason such as illness for not being able to complete work on time, this should be discussed with the school Principal. Please refer to the Qualification Specification for further details on Reasonable Adjustments and Special Consideration. In exceptional cases the school Principal may agree to an extension for a maximum of one week. This needs to be agreed in writing with at least two weeks' notice prior to the hand in date.

The school takes care of student work very seriously and it is essential that any hard copies of work are 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, unless through negligence on our part.

Students may be required to display their work for an end of year show unless otherwise agreed.

Project gardens and clients:

Students are not permitted to contact project garden owners directly during or after the course unless otherwise agreed with the School Principal, 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.

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. 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 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 or as arising thereafter.

Thank you for your cooperation.

Caroline Tatham – Principal

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



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These Terms & Conditions apply to the sale of the One Year Professional Garden Design Diploma course provided by Cotswold Gardening School Ltd. under the brand name "The Cotswold Gardening School", Gossington Hall, Gossington, Gloucestershire, GL2 7DN. You may contact us on info@cotswoldgardeningsschool.co.uk and/or +44 1453 899018.

1. Contract and Enrolment

- 1.1 The terms of the School's diploma price structure (as stated on our website), application form, rules & regulations 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 possess basic computer skills as set out on the application form; and
 - 1.3.4 meet any other course specific requirements.
- 1.4 The School carefully selects 4 project gardens for the Student to work on during the course. The Student will enquire and express any concerns about the project gardens or project clients before enrolling on the course.

2. Fees

- 2.1 The course fees shall be as set out on the website.
- 2.2 Drawing equipment and other materials needed for the course are not included in the course fees. Please refer to the website for a list of recommended equipment and accompanying video explaining the equipment needs in further detail. All printing costs for project submissions will be paid for by the Student.
- 2.3 All amounts are payable in Pounds Sterling. The prices quoted are inclusive of VAT. Any currency conversion costs or other charges incurred in making a payment shall be borne by you, and shall not be deductible from the amounts due to The Cotswold Gardening School.
- 2.4 Applications for diploma courses should be accompanied by a non-returnable application fee of £35.

- 2.5 The Cotswold Gardening School reserves the right and discretion to change the course fees at any time. The price as stated on our website at the time of your application will be upheld for a period of two weeks after we have offered you a place on the course. A non-refundable deposit of £750 is payable within these two weeks to secure a place on the course at the original price.
- 2.6 The balance of fees is payable two weeks prior to the start of the course, or a £50 surcharge will apply for late applications. In these cases fees will be payable before the start of the course.
- 2.7 Attendance of timetable days at the school is dependent on funds for course payments having cleared and been received by the School.
- 2.8 If fees become overdue, the School reserves the rights to charge interest at 2% above the bank base.
- 2.9 The Student will notify the Principal immediately of any circumstances that may prevent the payment of fees on time.
- 2.10 The School will not reimburse fees in full or in part if the Student:
- 2.8.1 is excluded from the School for any reason;
 - 2.8.2 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)
 - 2.8.3 fails to complete the course.
- 2.11 In the event of the Student's expulsion, any unpaid fees become due immediately.

3. Termination

- 3.1 If the Student wishes to withdraw from the course and gives 28 days notice in writing before the start of a course, the School will refund any payment made in excess of the £750 non-refundable 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.

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4. Attendance

- 4.1 It is the responsibility of the Student to arrive on time between 10h00 and 10h30 for registration. The first lecture starts at 10h00. Late arrivals need to be agreed with advance notice with the office and/or the Principal where possible.
- 4.2 If the Student needs to leave before the end of the course day at 16h00, this needs to be agreed with advance notice with the office and/or the Principal.
- 4.3 Any absence needs to be formally notified and the school will record absences in an attendance register.
- 4.4 The Student is expected to attend a minimum of 90% of the taught hours, equalling 135 hours over the entire course. 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 Principal.
- 4.5 If the Student is unable to attend a course day in person for any reason:
- 4.5.1 the Student will notify the School as soon as possible; and
 - 4.5.2 the remainder of the group will continue with the scheduled timetable and the School will not reschedule any part of the course for the absent Student; and
 - 4.5.3 the Student will request to follow the course live from home / remotely via Zoom – where applicable – and the School will endeavour to accommodate as far as practically possible; and
 - 4.5.4 the Student will be sent recordings of the relevant lectures and feedback sessions where available; and
 - 4.5.5 the Student will submit the relevant homework digitally so that it can be included in the feedback session – providing they are well enough to complete homework.
- 4.6 The option to follow the course live from home / remotely via Zoom or by watching recordings / pre-recorded videos was put in place for emergency use only and is primarily intended for those students who are unable to attend in person due to circumstances beyond their reasonable control, including, but not limited to, illness, death of a close relative, delay caused by transport disputes, Government edict or regulation, covid and pandemic reasons, terrorism, strikes, fires, floods, earthquakes, volcanoes and other Acts of God.

By signing the application form the Student agrees they have understood they are signing up for an in person, face-to-face course – not an online course – and that attending in person is preferable where possible, and that they will not miss-use the Zoom option for reasons of convenience.

- 4.7 Non-attendance or following remotely via Zoom as well as late arrivals due to (pre-booked) holidays or for any other non-essential reasons will be recorded as unauthorised absences.

5. Course Amendments

- 5.1 The School reserves the right to make changes to the course syllabus, lecturers, timing, locations and any other details of the course to those advertised, 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.
- 5.3 The School reserves the right to reschedule course dates or switch to remote learning at any time when circumstances beyond its control prevent the course to take place in person in the schoolroom, including, but not limited to covid and other pandemics, fires, floods, earthquakes, volcanoes and other Acts of God, terrorism, strikes, delay caused by transport disputes, failure to provide a lecture caused by a death in the trainer's family, illness of the trainer, Government edict or regulation. Under no circumstances will this be cause for a repayment of fees, in full or in part, to the Student. If it becomes necessary to switch to remote learning for any reason as set out above, the School will endeavour to:
- 5.3.1 continue with the scheduled timetable using its available online means – such as Zoom meetings and a virtual classroom on the school website – allowing the Student to follow lectures and feedback sessions live from their home / remotely; and
 - 5.3.2 make available recordings of Zoom lectures and feedback sessions, as well as any pre-recorded lectures made by Cotswold Gardening School tutors, for the Student to keep and view in unison with the group following the existing timetable; and
 - 5.3.3 provide (drone) video footage to the Student – where possible – for project gardens, which can be used as a back-up in case a site visit is not possible for any reason beyond the reasonable control of the School.

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5.4 In the unlikely event that the internet is down due to reasons beyond the control of the School – such as potentially major power cuts – and therefore the use of Zoom meetings and email communication is not an option, the School:

5.4.1 has a generator that can power the school building, allowing the Student to come into class and follow the lectures and feedback tutorials in person – which is always the preferred option; or

5.4.2 will send a USB memory stick via post to the Student, containing pre-recorded videos of the relevant lectures or a Zoom recording of those lectures from a previous year, as well as a video that complements the handouts and sets out the homework for that week. The Student will download, save and watch the recordings, as well as return the USB memory stick by post to the School with their homework files for that week. Written feedback on the previous homework will then be included on the USB memory stick when the School sends it back again.

5.5 Should the internet – and email correspondence – be down for a longer period of time, the School will look at alternative ways to communicate with the Student, either by phone, text message or post. The Student is responsible for keeping the School informed about any changes in their contact details.

5.6 Where a time-tabled tutor is unable to come into the school due to any COVID-related measures, they will bring their lecture remotely via Zoom. The Student will be able to follow the lecture via projection in the schoolroom, or from home. Alternatively the School reserves the right to swap lectures around on the course schedule or to substitute the tutor with another lecturer, as per section 5.1

6. Copyright

6.1 The student will comply with all UK and EU copyright legislation.

6.2 Where a student has given permission on the application form, the School reserves the right to use student artwork (including presentation videos) and classroom based photo/video footage of students for promotional purposes.

6.3 The Student agrees that the project client will receive a copy of all digital project files handed in. The design work completed by the Student for each project garden is offered to the clients for free up to planning stage, and once the client has selected their favourite design(s) they have free use of it. During the course the Student will not charge a project garden client for their design work.

7. Awards

7.1 The School reserves the right not to award a diploma if:

7.1.1 the Student does not reach the minimum pass mark for the course; or

7.1.2 the Student is absent for any reason for more than 10% of the course.

8. Exclusion

8.1 The School reserves the right to exclude the Student either permanently or temporarily from the School if:

8.1.1 it has reason to believe that the Student poses a risk to other students or staff; or

8.1.2 the Principal deems the Student's conduct to be inappropriate or disruptive; or

8.1.3 the Student is persistently in breach of these terms and conditions or the rules & regulations and course-specific rules notified to the Student from time to time; or

8.1.4 the Student has misled the School on the application form; or

8.1.5 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.

8.1.6 the Student's fees are overdue.

9. Limit to Liability

9.1 The School shall not be liable for:

9.1.1 any loss of personal property; or

9.1.2 the consequences of events beyond its reasonable control; or

9.1.3 any indirect or consequential losses or loss of profits incurred by the student; or

9.1.4 any costs incurred by the Student in producing his or her coursework.

10. General

10.1 The Contract contains all the contractual terms agreed between you and the School.

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- 10.2 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.
- 10.3 The Contract shall be governed by English Law.