

The School of Stitched Textiles Ltd Co no 5935078 (Eccles Farm Needlecrafts) is fully approved by City & Guilds of London, England to offer Creative Studies courses by distance learning.

Candidates are registered with the awarding body City & Guilds of London, England, on receipt of enrolment and registration fees by the School of Stitched Textiles. Registration is valid for 3 years (1 year in the case of L1, 2 years in the case of L2) and may be extended beyond that, if needed to complete the course, but this will incur payment of an additional registration fee to City & Guilds.

All of the information and advice held on our website or in our written material is given in good faith and believed to be true. Some health and safety guidelines have been included as seems appropriate but individuals must accept responsibility for their own actions and work in a safe way. No responsibility can be accepted for any accident or injury sustained during the courses offered by the School of Stitched Textiles.

A description of the course content is made available to students in our written or digital material supplied with each course and online. Additional guidance can be obtained by contacting the School of Stitched Textiles by email.

All course content is the intellectual property of the School of Stitched Textiles Ltd and is not to be copied or distributed in any form without prior consent being obtained from SST.

Assessment is held throughout the course and guidance given as necessary to satisfy the syllabus requirements. In the case of L2 there is a graded assessment. There is an appeals procedure in the event of any candidate disputing an assessment result. The course tutor will normally respond to students' enquiries and assessment material within as short a time as possible but it should be noted that on occasion there might be a delay of no more than 3 weeks to allow for holidays and other teaching commitments.

The School of Stitched Textiles reserves the right to involve extra tutors and assessors as necessary to meet the demand for courses and to provide cover for periods of absence.

The City & Guilds Certificate is only awarded on satisfactory completion of the entire course and is subject to External Verification in order to maintain the standards required by the awarding body City & Guilds of London, England. City & Guilds make an additional charge to the student for the final certificate/s.

Any changes made by C & G to the course, course content, deadlines, registration etc. are out of our control and must be adhered to by us – changes do sometimes occur and we are bound to implement them for all students. We cannot be held responsible for any extra time or inconvenience attributable to this.

Students may pay in advance for the complete course of 12 modules and registration or may prefer to pay for three modules or a single module at a time, with the first payment to include registration with SST and enrolment with the awarding body City & Guilds of London, England in addition to the course fees. Details of costing are available on the website on the 'Courses' page. Please note that those paying for 12 modules in full or 3 modules in full receive significant discounts but, as refunds are not given if the student does not undertake all of the modules paid for, this method of payment should only be undertaken after consideration.

The information and activities are offered as a course, not as a set of independent modules and so progress to the next module is subject to satisfactory completion of the previous module. After each module, students will be given written feedback and an Action Plan which must be returned to the School to acknowledge that they have made any changes or additions required by their tutor.

It is expected that students will take approximately 2/3 years to complete the L3 course, 1/2 for L2 and 6 months to a year for L1, but may take up to 5 years if preferred and if the course is still available for re-registration to take place. After that time the initial work becomes outdated and therefore an upper time limit is set.

Any required postage charges are at the cost of the student and are subject to change – see current information for details - and are not negotiable. The School of Stitched Textiles insure returned work for a value of up to £150.00, unless a request is made for a higher amount, and the cost of this is included in the postage fees. Fees for postage abroad vary and this will be on an individual basis. Postage payments must be sent with any module to be returned, or a card payment processed.

We are also able to offer a digital assessment facility or online study to students to prevent postage charges – but this is on condition that, if necessary, we may also need to ask for pieces to be returned to us if details are unclear. We reserve the right to substitute one qualified tutor for another, if necessary. This would be to cover illness or absence so that students are able to continue with their studies without disruption.

Prices may be subject to change at the discretion of School of Stitched Textiles but will be held for individuals at the rate agreed at the time of enrolment for a period of 3 years – after this the current module prices will apply. Once enrolment and registration has taken place no fees are refundable - it is particularly important that students wishing to obtain a greater discount by paying for the whole course at once note this as being the case.

All communications will be conducted in a courteous and polite manner.

Students may choose to either send in work via postage for personal assessment or via CD/e-mail for visual assessment via digital or scanned images or uplift images of their work to our online dropbox. The methods cannot be mixed and a decision must be made at the beginning of

the course as to which would be preferred by the individual. Please note that if choosing digital imaging it is possible that you may be asked at some point to send in work if we cannot assess properly from the image supplied or to verify authenticity.

Each student undertakes to supply only their own work for assessment and not that of any other party. Any student who supplies the work of another will have their tuition cancelled and no fees returned, along with the withdrawal of any possible certificates already obtained.

Occasional use and access to a computer are now requirements of the courses. Some of our educational material may also from time to time be supplied in CD and online form – particularly photographic images because of their file sizes.

Once completion of the course has been agreed with a tutor the candidate will be required to present all work for External Verification. This occurs once a year each year. Three months prior to verification the candidate will be required to give notice of whether or not they intend to exhibit during that year. A charge will be levied if the school is requested to create a display on behalf of the candidate – this will be agreed in advance. Exhibition space is free and is allocated entirely at the discretion of the school. Sometimes an EV may request that work be sent in for them to actually see part way through the student’s course. Again this is part of C & G requirements and has to be adhered to by both the student and ourselves. Postage in this instance is the responsibility of the student to send out and SST to return.

The School of Stitched Textiles reserves the right to amend the information and requirements of the course as necessary in order to keep it current and creative. This means that no more than 3 modules are dispatched at once, even to students who have paid in full at the start of their course, in case changes need to be made.

The School of Stitched Textiles reserves the right to reproduce images of students' work for use on their websites (www.sofst.org and others), and in other promotional material, social media and as part of articles done by third parties as well as for verification use.

Students will not be identified on the website or promotional material to preserve confidentiality, unless requested Students will be required to acknowledge the content of these 'Terms and Conditions' upon enrolment and this will be taken as evidence of their acceptance. All Terms and Conditions may have additions, deletions and alterations made in the future and the definitive current version will be the one posted on our website.

City & Guilds Course Enrolment Form with School of Stitched Textiles – to be returned either by letter or e-mail to the address on our contact us page before commencing any course. However this is unnecessary if enrolling online as T&C’s will be available electronically, so only fill in this form if you intend to post it to us and send a cheque as course payment.

Your Details

Name		Address			
Phone					
e-mail address					
DOB		Post code			
Which course?		Level 3 or Diploma?			
Payment option chosen?					
Method of study chosen – please tick		<input type="checkbox"/>	traditional postal	<input type="checkbox"/>	online
		<input type="checkbox"/>		<input type="checkbox"/>	cd via post
Cheque sent for how much? (Remember to add in enrolment and registration fee for the first set of modules and make payable to the School of Stitched Textiles).					
Or Credit/Debit card details					
Number					
Issue Date	Expiry date	Security no.		Issue number(debit only)	
Signed – I have read the terms and conditions on form SST1 and agree to abide by them.				Date	