

# Learning Agreement

By registering for this programme you are agreeing to the terms in this Learning Agreement. Please read this document carefully before booking.

## Course Info

This online course runs over seven weeks, concluding with a one-to-one tutorial. We will meet every Wednesday 6:15pm-8:30pm. Please make sure that you can attend during these dates and times.

COURSE	<a href="#"><u>Making A Buck Without Selling Out</u></a>
COURSE PAGE	<a href="https://hartslane.org/making-a-buck-without-selling-out/"><u>https://hartslane.org/making-a-buck-without-selling-out/</u></a>
DURATION	15:45 hours over 7 weeks + 1-to-1 tutorial
DAYS	Wednesdays
TIMES	18:15-20:30 GMT
FORMAT	Online via Canvas, Zoom and other applications
LEVEL	Non-accredited training, alternative art education
COURSE FEE	£280/£240/£200
TUTORS	Cristiana Bottigella and Dr. Sophia Kosmaoglou
PARTICIPANTS	8

## Eligibility

This course is open to anyone over the age of 18. By submitting your booking you declare that you are aged 18 or over.

## Course Level

This course aspires to be accessible to everyone, regardless of background or experience. No previous experience is necessary, but any previous experience will enhance the benefits of the programme.

The course is taught in English and you need to have a sufficient level of proficiency in spoken and written English to participate. If English is not your first language and you are concerned about your level of proficiency please get in touch.

The course content is developed specifically for the UK context. While we will cover many aspects of professional art practice – the resources, modules on funding and other opportunities are specific to the UK, and more precisely England.

## Course Structure

The course you will be attending has been designed by experienced tutors who have determined the content, structure and amount of work that can be achieved within the time frame. The [Course Outline](#) provides a summary of the course structure. This will not be identical to the content of the upcoming course because it is constantly revised, updated and improved. You will receive a copy of the course pack at least 3 days before the start of the course.

## Course Format

This course will be delivered live online. The course is facilitated via [Canvas](#) and [Zoom](#). Both platforms are user-friendly and you will receive a course pack with detailed guidance on how to access them at least 3 days before the course begins.

## What you will need

- A reliable internet connection
- A computer with webcam, mic and speakers or headphones
- You will receive an access code to register on [Canvas](#)
- Download free [Zoom](#) software
- Notebook and pen
- Examples of your work in physical or digital form.

## Participation & Accessibility

This course is shaped by collective, co-operative principles and alternative approaches to art education. It's not a webinar or a lecture series — it's a space for active participation, reflection and shared learning. Participants are invited to contribute their questions, ideas and priorities to help guide how the course unfolds.

We believe that professional development is part of artistic practice, and that learning is strongest when it's grounded in dialogue and mutual support. Be prepared to take an active role in discussions.

To help us start from an equal footing, please let us know in the registration form if you have any access needs or concerns that might affect your participation.

## Attendance

Please make sure that you are able to attend the scheduled course dates before registering. Sessions will begin at the stated times. Any sessions that

you are unable to attend cannot be refunded or rescheduled. If you miss classes due to illness or other reasons beyond your control we can offer additional support, subject to additional tuition fees.

We will record presentations with permission from all the participants. The recordings will be available to watch for 3 months. We do not record workshops, participants' presentations and feedback sessions, in accordance with our [Privacy Policy](#). This is because participants may share personal information. We want to create an environment where participants feel comfortable, and encourage them to contribute and participate fully in the sessions.

## Registration & Course Fees

Registration is via [online form](#). Once you have registered for the course you will receive an invoice with information on how to pay the course fees via bank transfer or in 3 monthly installments via PayPal. Your place on the course will be confirmed once the fees have been paid in full. If the course fees are a barrier to your participation please reach out so that we can find a way to make it more accessible for you.

## Cancellations & Refunds

You may cancel or defer your booking no less than 14 days before the course begins by giving written notice via email. You will be entitled to a full refund within 7 days of your request. If you cancel or defer your booking less than 14 days before the course begins, you will not be entitled to a refund.

In the unlikely event that circumstances prevent us from delivering the course, we reserve the right to cancel the course via written notice as soon as possible and issue a full refund within 7 days.

## Class postponement

In the unlikely event that a class is postponed we will notify you to reschedule the class on a day that is convenient for everyone on the course.

## Data protection

The personal information you provide will be used to deliver the course and process registrations and payments. This data will be deleted 12 months after the end of the course. Personal data submitted via the registration form or thereafter for the purposes of this course will not be shared with anyone. Your permission will be requested before your contact information is shared with

other course participants to facilitate communication. For more details please see the [Privacy Policy](#).

The course is delivered via [Canvas](#) and [Zoom](#), and registration is required for access to these platforms. To see what data they collect and how they use it please see the [Canvas Privacy Policy](#) and the [Zoom Privacy Statement](#).

## Code of Conduct

This course is a positive and collaborative working environment. Please respect and observe the rights and feelings of fellow participants and everyone that we may encounter during off-site visits.

- Please mute your devices and do not use phones and laptops while participants are showing and discussing their work.
- Recording audio and/or video is not permitted at any point during the course without express permission from all the participants.
- There is a zero-tolerance policy against harassment, bullying and discrimination. This includes: negative comments, misuse of screen-sharing capabilities, unwelcome sexual attention, intimidation, threats, insults and any activity meant to convey or cultivate hostility, or the encouragement of such behaviour.

## Complaints

If you have any complaints or concerns about the course, or if you would like to report harassment on this course please raise this by emailing [hartslane.presents@gmail.com](mailto:hartslane.presents@gmail.com)

## Contact

If you have any questions about the course, concerns about accessibility, or encounter any problems with the website please contact [hartslane.presents@gmail.com](mailto:hartslane.presents@gmail.com) or call +447875268641.