

## Associate Membership Terms and Conditions

### DEFINITIONS

**HCA General Associate Membership** is open to anyone who has not completed a fully accredited course at Hereford College of Arts but has a genuine passion and interest in the arts &/or is working in a related field.

**HCA Alumni Associate Membership** is open to anyone who has completed an accredited course at Hereford College of Arts; you may be required to provide certification as proof of completion. This does not include courses covered by a Hereford College of Arts completion certificate i.e. short course.

**HCA Short Course Associate Membership** is open to anyone who has completed a Short Course at HCA.

### HCA LIBRARY

The College has a library at both campuses and Associate Members can access both.

#### **HCA Library external borrowing**

Visitors must sign in at Reception on arrival at college. Prospective members will be security checked so full membership may take several days to complete. Members can borrow up to 4 books, excluding DVDs and magazines, and must abide by the Library's rules & regulations, available on request. Membership does not include the use of the reservation and inter-library loan system or access to electronic resources and IT facilities. Membership allows access to the library only. Further information about the Library can be found at <http://www.hca.ac.uk/> the library can be contacted on 01432 845315 [library@hca.ac.uk](mailto:library@hca.ac.uk)

#### **HCA Library rules**

These rules apply to all students and staff registered at HCA and all members of other institutions and visitors using the Library facilities. Users agree to abide by library rules on becoming members of the library.

Use of the library is conditional on observance of the library rules and abiding by general college rules and regulations.

#### **Borrowing**

Borrowers must have their student ID card to borrow items. Library staff must be notified if a card is lost or if member's contact details have changed.

Borrowers are responsible for items on loan on his/her library card.

Borrowed items must be returned on time or a fine will be payable. Loans cannot be renewed if they have been reserved by another user.

Lost or damaged items must be paid for. Outstanding items must be returned before library membership expires. Failure to do so may result in an invoice for replacement costs being generated.

Unauthorised removal of library materials or deliberate damage of materials is a serious offence and may result in library membership being withdrawn and further disciplinary action.

Library staffs have the right to inspect belongings of users for library material if the security alarm sounds on exit.

Users must comply with copyright legislation.

### Conduct

No smoking.

No eating and drinking at computers.

Respect designated quiet study zones

Do not leave personal belongings unattended.

Disruptive or abusive behaviour may result in users being asked to leave and persistent misbehaviour may result in library membership being suspended or withdrawn.

Serious breach of conduct may result in library membership being suspended or withdrawn.

### Access

Visitors wishing to use the library facilities must sign in at reception and abide by college and library rules and regulations. Access may be restricted outside of term time due to staffing but you will be provided with the opportunity to have an extended loan period should access be restricted. Please note opening times below:

Folly Lane Library      Monday – Friday: 9.15 – 4.30

College Road Library    Monday - Thursday: 9.15 - 7.00 Friday: 9.15 - 4.30

Associate members of the library may borrow up to 4 books, excluding magazines and audio-visual material, on payment of a small annual fee. Proof of identity must be produced on joining the library.

### HCA ARTS SHOPS

Associate members are permitted to use the College's Art Shops, located within both of the HCA Libraries. Please always ensure you sign in at Reception before using this service. Access may be restricted outside of term time due to staffing.

#### ACCESS FACILITIES AT HCA FOR ASSOCIATE MEMBERS

Anyone wishing to apply to *Access Facilities* at HCA must be an approved member of the Associate Membership Scheme. Information on costs and how to apply is available from Reception please email [enquires@hca.ac.uk](mailto:enquires@hca.ac.uk) or telephone 01432 845302.

Associate Membership, either General, Alumni or Short Course does not guarantee that an application will automatically be approved.

The College reserves the right to refuse an application to *Access Facilities* to an Associate Member if they do not fulfil the criteria as set out in the *Access Facilities* Application Form. In addition the College reserves the right to withdraw Associate Membership &/or Access to the Workshop Facilities at any time, should it be deemed necessary and the College decision is final. Access may be restricted outside of term time due to staffing, please note terms and conditions apply to Access Facilities.

## SHORT COURSE DISCOUNT

An Associate Member is entitled to 5% discount off the cost of one short course or workshop during their year of membership. This only applies if the Associate Membership is fully paid for that year and cannot be used in conjunction with any other offer. On booking your course or workshop please advise the Short Course Team of your Associate Membership number to qualify for your discount. Please note this only applies to non-accredited short courses or workshops, offered by the College as part of the College's Short Course Programme.

## SHORT COURSE ASSOCIATE MEMBERSHIP PROGRESSION BENEFITS

A refund of short course fees up to the value of £200 for the following:

- Successful completion of at least one year of a HCA degree course
- Successful completion of the Portfolio course.

Short course fees will be refunded up to the value of £200 for any short courses of 5 weeks, or more, in duration. The short course must have taken place during the two academic years prior to the degree or portfolio course start date. The offer is paid to the individual on one occasion only and at the end of successful completion of their first year or course whichever is applicable.

### **Course exceptions**

- A maximum of £200 will be paid to those who have successfully completed the College's UAL accredited 60 Hour Drawing course and will be paid under the same terms as any other short course.
- A maximum of £135 will be paid to those who have successfully completed the College's Art of Floristry course and will be paid under the same terms as any other short course.
- Masterclasses, workshops and short courses of less than 5 weeks are exempt from this benefit.
- College has the right to withdraw benefits, membership etc. etc. as per existing clause for associates.

## SPECIAL OFFERS ON WORKSHOPS & LECTURES

An Associate Member will be offered the opportunity to pre-book for the complete Aspects of Gardens Lecture Series. In addition an Associate Member will be offered a discounted rate for one day workshops that are offered as part of the College's Short Course Programme.

## PHOTOCOPYING FACILITY

A photocopying facility is available to Associate Members, should you wish to access this facility please enquire via Reception who will be pleased to advise you of the procedure and cost per photocopy.

## REGULAR E-BULLETINS PROFILING OFFERS, UPDATES & NEWS FOR MEMBERS

A regular e-bulletin will be sent to all Associate Members who have supplied us with an email address detailing offers, updates and news for members. We prefer to send bulletins by email to keep the cost of membership down, however, should this method not be suitable for you please contact Reception to discuss possible alternative methods that may be available to you and meet your needs.

## INVITATIONS TO HCA EVENTS AND NETWORKING OPPORTUNITIES

Associate Members will be invited to relevant and suitable events at HCA which provide them with the opportunity to network with other members, students and staff and where possible keep them informed and updated on matters relating to the Creative Industries.

### FINALLY...

As an Associate Member your support is appreciated by the College and we will do our utmost to keep you informed and up to date at all times. To do this we ask that you keep the contact details we hold for you up to date and advise our Reception Team as soon as possible of any changes. We would also ask for your help in supporting the Colleges ethos, values and policies as an educational establishment. Should you encounter any problems or difficulties please contact the Reception Team who will do their best to resolve matters to a positive and mutually acceptable conclusion for all.