

Terms and Conditions

I. What we need from you

a. Attendance at events

Our aim as a charity is to connect, inform and support as many campaigners as we can with our available resources, and as such, the fees for our all of our programmes are heavily subsidised. For this reason, we take “no-shows” at our events very seriously.

Accordingly, we reserve the right to exclude from access to future SMK events anyone who, having booked a place, does not attend without giving us reasonable notice and a good reason.

b. Evaluation

Evaluation is an integral part of all of our programmes, and we require you to complete evaluation forms so that we can report back to our funders. Our programmes are heavily subsidised, and without generous support from our funders we would not be able to offer them at the current rates.

We therefore reserve the right to restrict access to our future events to anyone who does not complete any required evaluations on time.

We're sorry if this sounds at all harsh – but thorough evaluation is an essential part of what enables SMK to deliver high quality, low cost training and support to campaigners across the UK.

C. Behaviour and participation

SMK staff and our associates are committed to creating safe, productive and stimulating learning events, where all participants feel able to learn and contribute. We do this by creating learning programmes that aim to meet a vast array of individual learning needs. We will treat all participants on our programmes with fairness, equality and respect. In return, we expect that all participants will behave respectfully towards all people involved and will contribute productively to discussion and activities.

Everyone should feel safe and respected whilst attending an SMK programme, therefore we take seriously any behaviour that seeks to disrupt or derail our programmes. We reserve the right to remove from a session any person who disrupts others' learning and reserve the right to restrict access to future events to anyone who has been asked to leave a session for this reason.

II. Cancellations, refunds and transfers

a. Campaign Workshops and Masterclasses

We can only offer a refund of 50% of the course fees for cancellations made in writing at least 21 days before the event.

Alternatively, you can transfer your place to someone else within your group or organisation. Please note that in the case of Campaign Workshops, the new participant will still need to fill in a registration form.

Transferring your place to a similar event at a later date may be possible – please get in touch to discuss this.

We may be able to offer you a refund (up to 100%) even if you cancel with less than 21 days' notice if there is a waiting list, or in case of extenuating circumstances. Please [get in touch](#) with us to discuss.

b. Residential and other intensive courses

We can only offer a refund of 50% of the course fees for cancellations made in writing at least 28 days before the course.

Transferring your place to a similar event at a later date is not possible for this kind of event. However, you can transfer your place to someone else within your group or organisation. Please note that the new participant will need to fill in a registration form.

We may be able to offer you a refund (up to 100%) even if you cancel with less than 28 days' notice if there is a waiting list, or in case of extenuating circumstances. Please [get in touch](#) with us to discuss.

c. Influencing Change and other courses where places are offered on a competitive basis

As places for this type of course are offered on a competitive basis, places cannot be transferred to another person. In addition, as these programmes run less frequently than our other programmes, transferring your place to a similar event at a later date is not possible.

In general, refunds are not offered for this type of course. However, we may be able to offer you a refund (up to 100%) if we can fill the place from our waiting list, or in case of extenuating circumstances. Please [get in touch](#) with us to discuss.

III. Fees and bursary places

a. Fees

While we want to ensure that we can continue to provide sustainable support to grassroots campaigners for free, we ask those individuals, groups and organisations who can afford it to pay a fee. All of our fees are nonetheless heavily subsidised, thanks to our funders.

At the same time we have broadened the range of individuals and groups who can access our workshops for free.

b. Bursary places

Free bursary places are available on most of our programmes and events for individuals (unwaged/students/low income) and grassroots groups with NO funds.

Please contact [Christina](#) if you believe that you are eligible and would like to apply for a bursary place on one of [our courses](#).

For guidance on how to apply for an SMK bursary please click [\[here\]](#)

Please note that, while we do our best to accommodate grassroots campaigners, there is a limit to the number of bursary places available on each programme. We therefore recommend that you book as early as you can to avoid disappointment.

NOTE:

SMK is committed to providing low cost, high quality training to campaigners, and so we provide a significant subsidy for you to attend, whether you are paying a fee or have been given a bursary. We therefore take it seriously when participants cancel at the last minute or do not turn up on the day. This represents a cost to us, and may well have prevented another campaigner from taking your place. Therefore, if you do not attend without good reason or reasonable notice, we reserve the right to exclude you from access to future SMK events.

IV. Maximum number of places per organisation

As we aim to support as many campaign groups as possible, we reserve the right to limit the number of places per group or organisation on any of our programmes.

V. Event cancelled or rearranged by SMK

In exceptional circumstances, SMK may need to cancel or rearrange an event. In such cases, we will fully refund your registration fee, or, if you prefer, transfer your ticket to another event at which there are places available.

VI. How to register and pay

a. Campaign Workshops, Residential and other intensive courses

Please fill out a [registration form](#) and send it to [Christina](#) who will reply within 5 working days with confirmation of your place and details of how to pay. Please note that places fill up fast on all our programmes, so do register ASAP.

We expect full payment to be made within 7 days of receiving your confirmation email. Places are limited on all our programmes and we will not be able to reserve your registration without receiving full payment.

b. Masterclasses

Please complete the relevant form on Eventbrite via the link. Please note that places fill up fast on all our programmes, so do register ASAP.

c. Influencing Change and other courses where places are offered on a competitive basis

Please fill out a [registration form](#) and send it to [Christina](#) who will reply with 5 working days confirming that we have received your registration and with further details of the competitive process.

If your application is successful, we expect full payment to be made within 7 days of receiving your confirmation email.

d. For all events, workshops and programmes

Places are limited on all our programmes and we will not be able to reserve your registration without receiving full payment.

We expect full payment to be made prior to attendance at an event or workshop or commencing a course. Unfortunately we cannot accept payment post-event and you will not be able to attend if you are unable to pay in advance.

For all programmes we require a minimum number of participants. This is to ensure that costs are covered and also to ensure a lively space for discussion and networking. We decide 28 days before an event or workshop as to whether an event can or cannot go ahead based on this criteria, so if you are interested in attending then please do register ASAP.

In case of extenuating circumstances, please [get in touch](#) with us to discuss.