

Rules on Weight of Submissions and Postage Charges for the CLAS National Diploma in Calligraphy

These rules apply to all Diploma submissions from 2023

Weight of submissions

Whether submitting all modules in one year, or on a modular basis, if your submission for the year exceeds 6 kg, including packaging, it must be split into two or up to a maximum of 3 parcels, none of which must weigh more than 6 kg. CLAS does not expect a full submission at any level to exceed 6 kg, however this allows for those who produce a lot of research or study notes.

This replaces the previous requirement for submissions to weigh no more than 4 kg in total (or 5 kg for advanced level).

The candidate is responsible for paying the cost of postage directly to their chosen courier when submitting their work for assessment.

Payment of Return Postage

From 2023 there is no return postage charge at the point of enrolment. Once assessment day has taken place, CLAS will work out the correct cost of return postage for each individual candidate (by either Royal Mail or Parcel Force) and invoice each candidate accordingly. CLAS will post the package(s) back to the candidate on receipt of their payment. A nominal sum of £1 will be added, to cover any necessary packaging items such as tape, brown paper, etc. Payment of the return postage should be made within two weeks of issue of the invoice, as CLAS is unable to store work for long periods of time.

If the return postage fee is not paid within two weeks, CLAS reserves the right to dispose of the submission.