



RBGE Diploma in Botanical Illustration

Applicants' Handbook
Online Course: 2026 Intake

ROYAL
BOTANIC
GARDEN
EDINBURGH



Thank you for requesting further information on the RBGE Diploma in Botanical Illustration Online. We are delighted that you are considering joining this course, which we offer in a format designed to fit in with your life wherever you are located.

Through PropaGate, our virtual learning environment, you will be able to work remotely throughout the course. Online tutorials via Microsoft Teams will be scheduled at intervals to support work in progress.

This is a fantastic place to study – a world-renowned centre for horticultural and botanical training and research. Most important for our students is the expertise of our horticultural and botanical staff who are integral to the development of our online courses. The Diploma in Botanical Illustration offers students the benefit of this expertise, as well as tuition from world renowned specialists in botanical painting and drawing.

This handbook introduces you to the RBGE Diploma in Botanical Illustration Online. I hope this handbook answers all your questions, but please don't hesitate to contact us if you have any further queries. We look forward to receiving your application!



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BA (Hons)

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RBGE Education Department

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1. Introduction to the Course

“That certain green, the way it catches the light, gives away its identity, like recognising the walk of a friend before you can see their face.”

Robin Wall Kimmerer, Gathering Moss

The Royal Botanic Garden Edinburgh (RBGE) Diploma in Botanical Illustration, is designed to help students learn to explore the particular characteristics that make each plant special and each species unique, using a set of specialist drawing and painting skills and techniques to document their observations as botanical artworks.

The Online Course takes place over three years and follows a set timetable. Through PropaGate Learning, the Royal Botanic Garden Edinburgh’s virtual learning environment you will work through the same learning modules as the long running attended course. Online tutorials are scheduled at intervals throughout the course to support work in progress, and these will typically make use of Microsoft Teams.

This course requires a significant amount of study by each student. We recommend around 20 hours per week. All course content is delivered via PropaGate with online tutor support and feedback. The first 7 modules (18 months) will cover essential techniques and skills of botanical illustration, leading to the production of a themed collection of paintings to be completed in the final module (12 months).

The course tutors are botanical artists Jacqui Pestell, Işık Güner, Sharon Tingey and Claire Banks. There will also be input from RBGEs botanists and horticulturists, for specific modules.

The Diploma is awarded to students who successfully complete all modules of study and produce a themed and agreed collection of artworks to an approved standard. The Diploma is awarded by RBGE and externally examined by acknowledged experts.

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2. Entry Requirements

Although there is no formal level of qualification necessary for entry to this course, there is a need to demonstrate a high level of motivation, together with evidence of personal commitment to botanical illustration. It is expected that all artists who join this course will embark on a steep learning curve.

Students aiming to enter the Diploma course will also be required to demonstrate a pre-existing level of skill in drawing and painting, ideally botanical or plant in subject. There is considerable competition for places and initial selection will be through portfolio assessment (8 - 10 pieces) and your application form. Your application should be submitted online and demonstrate your skill, interest and enthusiasm for the subject. We may request that you attend an online interview.

The course requires a lot of reading, and you must be able to write in English when communicating with your tutor. A good understanding of the English language is required to get the most from the course and to enable you to succeed in your studies.

You should have a basic understanding of standard computer applications such as using an internet browser, email and word documents. Your course involves uploading your drawings and paintings, so experience of scanning images using a scanner or taking photographs with a digital camera and of editing/re-sizing images would be useful.

(Please note that this course is not designed for beginners. Artists at beginners' level would gain most benefit from the RBGE Certificate in Botanical Illustration course. The certificate course has been created as an ideal stepping-stone to the Diploma and offers an introduction to the basics skills of drawing and painting needed to record plants and produce a portfolio of work. Full details can be found here:

www.rbge.org.uk/certbi)

3. Course Structure and Dates

3.1 Course Structure

The RBGE Online Course is facilitated through PropaGate Learning – RBGE's virtual learning environment

<https://propagatelearning.rbge.ac.uk>

Modules, lessons, and the project briefs for the assignments are written in English and delivered through PropaGate Learning on the course website. This will also be the main method for RBGE tutors to engage with the students and provide feedback on your activities and assignments, as well as answering any questions you may have. Interactive methods used on the site will include picture galleries, forums and access to demonstration videos. There will be step-by-step footage as well as links to a bank of further botanical demonstrations and places of associated interest. PropaGate Learning also offers student discussion forums so you will be able to communicate and support each other which has proven a wonderful resource for our student groups. We also host online tutorials via Microsoft Teams for face-to-face interactions with your tutors and classmates.

Throughout your studies with us, you will be tutored by the Course Coordinator. You will also be allocated different specialist tutors throughout the course depending on which module you are studying. They will conduct the assessments, provide feedback on your work and online support which will include video tutorials via Microsoft Teams to monitor your progress and development.

3.2 Course Dates

Access to the course is available from Thursday 19th March 2026 and the course begins on 26th March 2026. The modules follow a set timetable, and each module needs to be completed by a certain date. The notes and activities for each module will be made available following the time frame below. Students need to pass each module to progress and to achieve the Diploma.

Part 1: 19th March 2026 – September 2027

The first part of the course will introduce each of the following:

- Module 1: Drawing Fundamentals
- Module 2: Painting Fundamentals
- Module 3: Painting the Details
- Module 4: Scientific illustration
- Module 5: Complex Composition
- Module 6: Botany Part 1
- Module 7: Native Tree Project

Part 2: September 2027 – September 2028

In this part students will be working independently with online support.

- Module 8: Final Project

4. Working from Living Plant Material

This course explores the skills of making drawings and paintings from living plants. You will use pencils and watercolour paint and pen and ink to make your work. We will teach you how to get the most information out of your plant while it is still alive. While we encourage the use of photographs as additional reference material, we expect you to make observations of the actual plant when you draw and paint. Tracing from photographs is not accepted.

We encourage you to use digital software to show us your paintings and drawings as close to the original work you create. This will help us to give you the most appropriate feedback and help your progress. Filters and enhancements are not accepted.

Digital painting and drawing with software is not accepted.

AI created or enhanced work is not accepted.

5. Online Learning

PropaGate Learning is an online learning environment that you log into to access your course. This is a place for learning and for discussing topics and progress with your tutors and other students. PropaGate Learning allows you to study from home, whilst being part of a thriving and enthusiastic learning community.

Your course consists of a number of elements including videos, written materials, image galleries, forums, online meetings, slideshows and presentations and an upload and presentation area for your assignments and portfolios called My Portfolio.

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5.1 How can I prepare for studying online?

Experience of using your computer, navigating websites, using email, and participating in online forums will stand you in good stead for learning online. Your course involves uploading your drawings and paintings to an online portfolio area, so experience of taking photographs of artwork with a digital camera and of editing/re-sizing images is most important. We will need to see really clear images of your work! A good level of familiarity with these technical skills is essential.

It is expected that you take time to familiarise yourself with the online environments. Prior to the course starting, you will be given access to PropaGate Learning and My Portfolio to find your way around. This will enable you to fully engage with the course itself once it starts, rather than spending your time learning the software.

5.2 What hardware or software will I need?

You will need access to a desktop or laptop computer with a reliable internet connection. Most of the course will be accessible via a tablet or iPad, but we recommend using a laptop or desktop computer. You may find some aspects of the course will be easier to use on a computer.

You will need to make good digital copies of your artwork. So, you will need access to a digital camera or high-quality phone for the course work. For the final pieces, we recommend you find a professional photographer or fine art scanner to reproduce your work.

You will need an up-to-date browser (e.g. Microsoft Edge, Chrome, Safari). You will need access to Microsoft Teams. You will also need software that will open PDFs (e.g. Adobe Reader), as well as an image-editing programme.

PropaGate Learning is available 24/7 except when maintenance work is being carried out on the website, which we will inform you about in plenty of time.

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5.3 What support is available?

We encourage everyone to make the most of the discussion forums on the course. These provide a way for students to talk to one another and to tutors and ask each other questions. Tutors usually check the forums at regular intervals.

There is also a private messaging activity within My Portfolio where you can contact your tutor directly.

If you ever feel you are stuck with a course-related technical problem, and have already tried working through the help and guidance provided online, you can contact the PropaGate team at: propagate@rbge.org.uk

You can access more information about online learning, and the skills and technology you will need to get the most out of your studies at RBGE, on our [Help & Support](#) pages. You can view these prior to starting your course .

6. Course Aims, Content and Modules

6.1 Course Aims

This course aims to enable students to:

- Create drawings and paintings with proficiency in botanical illustration skills for artistic, illustrative and scientific purposes.
- Develop high level observational skills through the direct visual examination and informed study of botanical subjects and therefore render accurate and informative imagery of the specimens, using watercolour, pen and ink and other graphic methods.
- Understand basic botany and plant structure (form, function and ecology of plants).
- Apply thorough botanical research and an awareness of the historical context of botanical illustration to their own projects.
- Learn some of the key areas of botanical research and conservation and the role that botanical illustration can play in this.
- Gain an appreciation of and a familiarity with the living, preserved and library material in botanical collections, looking at resources from RBGE and other Botanic gardens.

6.2 Course Content

- Students will be trained in visual analysis of plants through drawing and painting. Emphasis will be placed on the development of skills through a series of precise exercises.
- Botanical artworks will also be studied within their historical and contemporary context.
- The course will cover fundamentals of botany, the essentials of different plant structures, and the ability to produce and assess botanically accurate drawing and painting work.
- The broader aspects of biodiversity and ecology will be covered in so far as they impact upon botanical illustration.
- The 'Native Tree Project' runs through Part 1 of the course. This project provides an opportunity for individual research and draws together all the skills you learn in

parallel. This focus on all aspects of a single subject gives an insight into the practical potential of botanical illustration.

Module 1 - Drawing Fundamentals (Overall weighting 5%)

Description

This is your first drawing module in the first year. This stage covers the fundamentals of drawing accurately and will use living plants as subject matter. You will be introduced to analytical methods of drawing, including the measured drawing that underpins all botanical illustration, with emphasis always on observation of the plant. The tools, techniques and skills to record observations of the characteristics of a plant are taught, enabling you to represent particular plants and their species in your drawings.

Learning Areas

Botanical accuracy- a demonstration of close attention to your plants and keen observational skills.

Draftsmanship – demonstrating proficiency in the application of techniques in pencil.

Aesthetics – demonstrating artistic sensitivity, effective composition and control of expression.

Assessment

You will prepare a portfolio of preparatory work and finished pieces that will be assessed on technical competence and whether you have managed to bring your project to a successful conclusion.

Module 2 - Painting Fundamentals (5%)

Description

This is your first painting module in the first year. This first stage will cover the fundamentals of painting, the materials and equipment needed to carry out painting exercises, leading eventually to finished artworks. You will develop paint application skills from colour mixing through to rendering accurate colour descriptions of outer and inner fruits and seeds; the representation of convincing three-dimensional subjects will be explored. There will be an emphasis on observation of the plants, leading to growing confidence in achieving naturally painted subject matter.

Learning Areas

- Colour theory and a knowledge of the paint box - a demonstrating proficiency in the manipulation of colour including shadows and highlights
- Colour mixing and application – demonstrating proficiency in the application of a variety of techniques using paint.
- Aesthetics – demonstrating artistic sensitivity, and convincing rendering of a subject.

Assessment

You will be assessed through a portfolio of experimental work and finished paintings.

Module 3 - Painting the Details (5%)

Description

This is your first opportunity to produce a whole painting. The project includes accurate colour reproduction of flowers, buds and leaves and the production of a convincing painting which reads as three-dimensional. We will cover composition and how to place the specimen on the page. Our work will address aspects common to all orchids or comparable plants – spotted leaves and flowers, fine hairs and possibly roots. You will expand upon the techniques you have studied so far to create a plant portrait.

Learning Areas

- Demonstrating proficiency in application of colour theory studied in Painting Fundamentals and manipulation of colour including shadows and highlights.
- Colour mixing and application – demonstrating proficiency in the application of a variety of techniques using paint to accurately represent the plant.
- Aesthetics – composition demonstrating artistic sensitivity, and convincing rendering of subject.

Assessment

You will be assessed through a portfolio of preparatory drawings and paintings and a final composition which you paint to completion over the final part of the module.

Module 4 – Scientific illustration (7.5%)

Description

This module introduces students to scientific illustration, the technical drawing of botanical art. You will learn how to clearly present the botanically important characters of plants for the purpose of their identification or illustration for a specialist audience

You will learn how to identify botanically important features of your plant to represent, with help from our botanists. You will sharpen up your observation skills in making accurate measured drawings of the fine detail of those features, learn techniques for dissecting plants and for working with herbarium specimens, and skills in rendering the plants in pen and ink with the precision and clarity required for this special form of illustration. Your learning in this module comes together in the creation of an inked "plate" — a finished scientific illustration of your chosen species.

Learning Areas

- Botanical accuracy- demonstrating keen observational skills working from fresh and dried material to make accurate line drawings
- Incorporating knowledge and understanding gained from the botanist about key species characteristics
- Draftsmanship – demonstrating an understanding of the materials used and their influence on the final drawings.
- Aesthetics – demonstrating development of your own means of expression and sense of aesthetic within this discipline

Assessment

You will be assessed through a portfolio of preparatory drawings in pencil and ink from which you develop your plate composition which you will complete over the final part of the module.

Module 5 - Complex Composition (5%)

Description

This is an opportunity to produce a complete study, a complex composition, involving a collection of different seasonal flowering plants. This is to be a fully painted piece with a series of layered plant material juxtaposed against each other, to create an interesting arrangement. Extensive supporting material will accompany the final piece, in the form of sketches and preparatory work leading up to the final piece.

The final composition will feature a minimum of 3 subjects, composed in a balanced, agreeable way, painted in full colour, rendering three dimensions and a convincing depth of field to create a coherent image.

Learning Areas

- Composition: Demonstrating the ability to assemble a balanced and dynamic composition capturing the character of your chosen plants.
- Technique: demonstrating proficiency and increased learning in the application of skills learnt in the previous painting and drawing modules.
- Colour balance: demonstrating competent colour mixing and application between the different chosen plants.
- Aesthetics –demonstrating development of your own means of expression and sense of aesthetic in creating your painting.

Assessment

You will be assessed through a portfolio of preparatory work and finished complex composition.

Module 6 - Botany: Plant Form and Function (2.5%)

Description

This module introduces the ways in which plant form reflects how plants have adapted to cope with the habitats in which they live. We will look at the development of flowers, fruits, seeds, leaves and stems and how these special structures contribute to the sheer diversity of in the Plant Kingdom. You will work to scale, capturing these morphological details in pencil drawings with accuracy and understanding demonstrated by correct labelling of parts.

Learning Areas

- Demonstrating understanding of plant nomenclature and structure.
- Creating clear, detailed line drawings which accurately represent plant form
- Demonstrating understanding of scale

Assessment

You will be assessed through a portfolio of research and annotated drawings.

Module 7 – Native Tree Project (20%)

Description

At the beginning of the course, we will introduce the Native Tree Project which spans the duration of Part 1 of the course. You will develop your skills in botanical research and extend your learning from the core modules by making visual records of your tree throughout a complete growing season (drawing, painting, photography). You will then bring all your skills and research together in a final composition. You will work on the Native Tree module continuously alongside the other modules of Part 1 of the course. This very comprehensive module is designed to help you build and consolidate the skillsets required to become an independent botanical artist.

Critiques of on-going work are scheduled with Tutors throughout the project, and the project is submitted at the end of Part 1 of the course.

The Native Tree project accounts for 20% of the total course marks.

Learning Areas

- Techniques and skills – demonstrating an ability to use the appropriate medium sensitively in order to describe the form, texture, and colour of the subject.
- Accurate observation – demonstrating the development of a keen awareness of the fine detail of plant form through accurate recording in drawing and painting
- Botanical Research –demonstrating knowledge of the importance of mapping and recording your plant, the wider context of the plant's ecology and the effects of climate change, and creating your own herbarium specimen.
- Aesthetics and visual communication -researching how your tree has been represented by other artists, illustrating your essay with examples from fine art and other forms of visual culture,
- Composition – demonstrating an ability to produce a final composite piece that is both aesthetically pleasing and comprehensive in what it shows.

Assessment

Students will be assessed on the submission a portfolio of research and preparatory works, and a finished botanical illustration of their chosen species painted in watercolour.

Module 8 - Final Project (50%)

Description

The third year of the diploma is a period of self-study and development and honing of skills learnt in Part 1 of the course, augmented with online support and tutorial assistance. The aim is to produce five finished pieces, in watercolour, sized between A3 and A1, held together under a common theme, with a supporting portfolio of work.

For this module, you will identify a theme that will give you an exciting challenge to explore. Perhaps you will work with plants from a particular family or habitat, or else plants which have cultural value, or an importance for conservation or sustainability in the changing climate. You will choose 5 plants representative of this theme.

Over the year, you will create a portfolio of research and detailed studies of each of your 5 plants in graphite, watercolour and other media, getting to know each of your plants closely. The final paintings are your chance to create botanical illustrations that reflect your special interests in plants and showcase the skills and knowledge you have learned on the course.

Assessment

The Final Project accounts for 50% of the total course marks. Weighting of the mark for this project is 70% finished artwork portfolio, and 30% research and supporting material. The finished project must be submitted for final marking /verification in the Propagate learning environment.

**Students who pass the course will be offered the opportunity to exhibit their work as part of the RBGE Diploma Show Online Exhibition.*

7. Student Assessment

Modules will be assessed through activities, written research and final pieces of work.

For each module students are required to produce supporting preparatory work in their portfolio illustrating their investigative research and their developing themes. A clear demonstration of the progression from preliminary studies to the final piece of work will be vital. Satisfactory submission of each module is assessed by the course organisers.

For the award of the RBGE Diploma in Botanical Illustration (Dip BI) all relevant modules must be passed, followed by submission of the third year's independent study.

Each module is graded as follows:

- Fail 0-39%
- Referral* 40-49%
- Pass 50-59%
- Merit 60-69%
- Distinction 70%+

A Pass in modules 1-7 is required to progress to the Final Project. The weighting of the final marks are as follows:

- Modules 1 - 7 50% in total
- Module 8 50%

Weighting of the mark for each module is split between the portfolio of preparatory work, and the final pieces submitted.

If a students' submission for a module is returned marked as "Referral", it can be resubmitted at a date agreed with the tutor. The maximum grade for resubmission after Referral will be 59% Pass. Failure to attain a mark of 50% or above at resubmission will result in Fail. Please note that each module must be passed in order to progress to the Final Project.

If there is a valid reason for late submission (due to ill health etc.), supporting evidence of your exceptional circumstances is required and a revised submission date will be set in agreement with your tutor. You must obtain written confirmation of any extension (e.g. through an e-mail.)

- You will only receive a "pass" for any work submitted late without a prearranged extension.
- Please note that your marks may be moderated by our external examiner before final awards are made.

Students who fail or withdraw from the course will be allowed access to course materials for 3 months following failure or withdrawal.

8. Graduate Paths

Our Diploma in Botanical illustration graduates have pursued a wide range of exciting, and highly individual career paths using their botanical illustration skills.

Graduates have taken part in exhibitions ranging from small shows engaging local communities, exhibiting with a prestigious Fine Art Galleries, to major international exhibitions celebrating the diversity and beauty of plants around the world.

Some graduate artists are working on making exquisite paintings for Florilegia, others are involved in creating scientific illustrations to document species in different regions for Floras around the world.

The illustrations of RBGE alumni can be seen in many publications, journal articles, books, prints, and educational materials. Teaching and tutoring are a popular route for graduates to share their love of plants and painting, and some have gone on to do advanced study into some of the fascinating aspects of the Diploma subject matter such as Botany and further Art studies.

Some graduates have established successful contemporary practices involving collaborations, residencies, public engagement with plant specialist work, engaging with urban regeneration and 'green space' projects, facilitating community groups and projects. Many are active in organising botanical illustration groups and societies. Others enjoy commercial art practices, producing their own illustrations for a variety of clients.

Our alumni have been strongly represented in international competitions and includes many RHS Gold Medal winners. The work of some graduates is in high demand by collectors. We are proud that the work of all graduates is helping in various ways to do the tremendously important work of engaging people with plants.

The RBGE Diploma in Botanical Illustration is recognised around the world as a rigorous and exceptional qualification. We hope that its challenges and delights will lead you on a most rewarding, fulfilling (and quite possibly life-changing!) path of self-discovery and an ever-deeper love of plants!

RBGE Diploma in Botanical Illustration 2024 Graduate Show

This online exhibition shows paintings from the final year of the Diploma course, where fifteen artists explore their chosen plant themes - reflecting the rich diversity of subjects both locally in the UK and from around the world. The show celebrates the different approaches and varied techniques in drawing and painting explored throughout the course. Congratulations to all our Graduates. The next show will be live on our website and social media channels in September 2025.

View the exhibition on our website: <https://www.rbge.org.uk/graduateshow2024/>

9. Course Fees and Additional Costs

The fee for the Diploma in Botanical Illustration Distance learning course is £4,950

Payment Deadlines:

Course fees must be paid in full prior to the start of the course. To help make this easier we have split the payment:

- £500 Deposit on Acceptance
- £1,500 due on 7th December 2025
- £1,500 due on 7th January 2026
- £1,450 due on 7th February 2026

This fee will include the following:

- All modules online with video demonstrations and techniques for duration of enrolment
- All online assessment and communication with tutors for duration of enrolment
- Online private tutorials

If you are unable to complete a module in the specified timeframe, there will be an additional charge for marking and feedback. This fee will vary depending on the module and the level of marking and feedback required.

Additional costs to be borne by students:

- All art materials and specialist equipment. On acceptance of a place a detailed list of appropriate materials and specialist equipment will be provided.
- The following IT requirements for the course:
- A computer with reliable online access and ability to video call
- A digital camera or high-quality mobile phone camera
- Helpful software to get in advance:
- An image manipulation package e.g. Adobe Photoshop elements or Gimp – free versions are fine!

10. Application Procedure

10.1 How to apply

To apply for the course, you must complete our [online application form](#) and submit a supporting portfolio.

Applications for this course will open at 9:00am on Friday 15th August and will close at 11.00pm on Sunday 2nd November 2025. These times are UK times, please take this into account if applying from overseas.

Spaces on this course are limited. Selected students may be invited to join for an interview. Successful candidates will be selected based on the quality of the portfolio of work provided. Should we receive a large number of applications that are of a high standard, spaces may be allocated to people based on the date the applications were received.

Successful applicants will be notified 2-weeks after the closing date.

10.2 What to include in your portfolio

You are required to demonstrate a pre-existing level of skill in drawing and water colour painting, ideally botanical or plant in subject. There is considerable competition for places and initial selection will be through portfolio assessment (8-10 pieces) and your application form. The portfolio work should be close observational work in pencil as well as watercolour.

- Please supply 8-10 examples of your work
- The name of each file and creation date should be in the title of the file
- Provide us with a link to your work

Publishing and sharing your portfolio

Please publish your portfolio to your own website or to a blog or photo sharing site such as Google Photos, Flickr, Wordpress etc. Check you can access it using popular browsers such as Safari, Chrome or Firefox, without using a password. You will be asked to provide a link to the portfolio as part of the application. No emails / attachments will be accepted.

Please do not:

- share your portfolio through Facebook or Instagram
- share it as an attachment, via a file sharing website or any way that means viewers have to download files or plug-ins

Obtain some advice about sharing files if you're not sure. We have outlined how to use Google Photos below, however we are happy for you to make your portfolio available to use via your website or any other photo sharing service, provided we can view your portfolio easily.

Using Google Photos to send us a link to your portfolio

1. On your computer, open photos.google.com
2. Sign in to your Google Account
3. Upload up to 10 images of your selected artwork that you wish to include with your Application
4. In the menu at the left, click **Photos**.
5. On each photo or video that you want to share, click Select ✓
6. At the top, click  and select Album > NewAlbum
7. Enter an album title and click ✓ at top left. Title your album: [your name] RBGE application portfolio Dip BI
8. When your album is complete, click Share .
9. Select **Create Link**
10. Copy link and add to your application form

11. Terms and Conditions

- Royal Botanic Garden Edinburgh (RBGE) reserves the right to cancel this programme of study
- RBGE is not liable for additional costs incurred by the student in the event of cancellation.
- If the programme does not run any money paid to RBGE would be refunded in full.
- If you withdraw from the programme within 14 days of its commencement, your fees will be refunded minus your deposit. If you withdraw after 14 days no refund will be given.
- There is a time limit to complete the programme in order to achieve the Diploma in Botanical Illustration. For every additional year an additional fee of £500 will be payable.

What if I change my mind?

You are eligible for a full refund within 14 days of you sending your email of acceptance. If you wish to exercise your right to cancel within the 14 days, you must inform us of your decision within this cooling off period. You must inform us of your decision to withdraw from the course by email. Cancellation is effective from the date on which you send us your message.

Refunds after 14 days, but before the course begins:

You will be issued a refund minus your £500 non-refundable deposit for cancellations after the 14-day cooling off period. You must inform us of your decision to withdraw from the course by email. Cancellation is effective from the date on which you send us your message.

Refunds after the course has started:

We do not offer refunds after the course has started, except in exceptional circumstances. This would be at the discretion of the Education Department. Any refund would be minus your £500 non-refundable deposit and the value of the learning materials you have accessed/classes you have attended.

You must inform us of your decision to withdraw from the course by email. Cancellation is effective from the date on which you send us your message.

Any exceptions to the refund policy outlined above will be considered on a case-by-case basis and will be at the discretion of the Education Department and may be subject to a £50 administration fee.

Fees will not be refundable if you do not complete or pass the course.

12. Privacy Notice

RBGE will process your personal data for the administration of your course, to create your account on PropaGate Learning and to take payment (where relevant). RBGE will also process your personal data to inform you of any updates to the course, the admissions procedure, course dates, as well as any special offers. For more information see our [privacy notice](#).