

## Terms and Conditions for students on short courses, workshops and conferences

1. Payment of all fees due to OUDCE is required in full **before** the first day of the course. Payment must be made using one of the payment methods stated on the course or 'Guidance on how to apply' web pages, or the course brochure.
2. The organisers reserve the right to refuse admission to any delegate who has not paid all course, registration and accommodation fees (if lodged in University accommodation booked through OUDCE) in full before the course starts.
3. Once accepted, a delegate is deemed to be personally liable for all fees due. An exception is where a sponsor (e.g. their employer) informs OUDCE that it accepts the liability. Notification must be in writing by an officer of that organisation who is authorised to enter into contracts on its behalf.
4. Course cancellation and programme changes: courses are financially self-supporting, and a minimum enrolment is therefore necessary to make each course viable. If, because of low enrolment or any other reason, a course (or part thereof) is cancelled then OUDCE will make every reasonable effort to give registered delegates as much notice as possible (normally at least 15 working days prior to the due course start-date). OUDCE's maximum liability will be limited to a refund of received fees for the cancelled course, and to a refund of received University accommodation fees (if booked through OUDCE). For partial cancellation of a course, such refunds will be made on a pro rata basis. OUDCE will not accept liability for any costs or losses incurred by delegates or organisations which are claimed to have arisen through course cancellation, other than for those stated here. OUDCE reserves the right to vary arrangements for the delivery of programmes, such as venue, lecturer, and content (where not substantively different) etc, and in such cases will make reasonable efforts to inform delegates in advance.
5. Cancellation of course registration by a delegate: this should be made in writing or by email to be received as soon as possible. Where notice of cancellation is received 15 or more working days before the course start date a refund may be possible. Where a delegate cancels their course, there will be a cancellation fee of £75 of the course fees payable to cover administration costs, and the remaining balance of any fee payments received to date is refundable. If notice of cancellation is received within 14 working days before the course start date, the cancellation fee is 100% of the course fees payable.
6. Substitution of delegates: any registered delegate who cannot attend may be replaced by a substitute delegate at any time before or during the course. Registered delegates should contact us as far in advance as possible, giving full details of the substitute who will attend in their place. A completed application form for the substitute delegate should be faxed/ sent as soon as possible to the CPD Centre. Thereafter, these Terms and Conditions will apply to the substitute delegate. **Substituting in this manner will normally avoid incurring cancellation fees.** However, there will be a £75 Late Substitution Fee on the registration if we are given five or fewer days' notice. Please note that unless the full fees are paid by the substitute delegate, no refund can be issued to the delegate who is substituted, and the delegate who is substituted is responsible for recovering from the substitute delegate him- or herself any fees which are not refunded.

7. Transfer to an alternative course: any registered delegate who cannot attend the course which they have booked may apply to attend a later iteration, subject to availability, of the same course, or an alternative course offered by the CPD Centre. The delegate should contact us as far in advance as possible, giving full details of both the course from which they are withdrawing and the course which they would like to attend instead, and fax/ send a completed application form for the new course to the CPD Centre. **Transferring in this manner will normally avoid incurring cancellation fees.** However, there will be a £75 Late Transfer Fee if we are given five or fewer days' notice. Fees already paid can be transferred to the new course, and any outstanding balance (including Late Transfer Fees) must be paid in full before the delegate can be registered on the new course.
8. The organisers may take visual and/or audio recordings of delegates during lectures, site visits and other related functions, and reserve the right to use these for promotional, management or educative purposes (in the United Kingdom or overseas). Delegates' individual consent for this will be assumed to have been granted unless otherwise indicated by delegates, in writing or by email, prior to the start of each course.
9. In the interests of all course participants, the organisers reserve the right to enforce the removal of any delegate from the course whose behaviour or demeanour is, in their view, considered unacceptable.
10. The CPD Centre reserves the right to vary these Terms and Conditions from time to time and the current version will be that published on its website.
11. Through applying for a course applicants are deemed to have accepted the Terms and Conditions.

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