

Terms & Conditions

Evaluation of Medical Devices for HTA 2023

1. Online Registration

- 1.1 Registration is completed online by Credit/Debit Card for instant payment and a guaranteed secured place. Please note that the University of York cannot accept American Express cards.
- 1.2 If you or your organisation cannot pay by credit/debit card please email cpd@york.ac.uk. Payments by invoice are subject to a non-refundable £30.00 administration fee per invoice, places cannot be reserved or held in advance of booking or payment. All payments must be received before attending the course.

2. Fees

- 2.1. Registration fees are payable in advance of the course and are fully inclusive of tuition, course materials, lunch / refreshments at the course venue, plus some social events (1 x welcome drinks reception, 1 x course dinner), but do not include accommodation.
- 2.2. Standard fees - apply to organisations worldwide and are UK VAT exempt (i.e. VAT is not payable).
- 2.3. Early bird discounted fees - If you are eligible for this rate, please enter the relevant promotional code letters into the 'Promo Code' box when you complete your online registration, otherwise the discounted rate will not be applied. Fees are UK VAT exempt (i.e. VAT is not payable).
- 2.4. Public sector discounted fees - apply to not-for-profit organisations (e.g. universities, charities, hospitals), government agencies and other public bodies worldwide. The same discounted rate also applies to PhD students. If you are eligible for this rate, please enter the relevant promotional code letters into the 'Promo Code' box when you complete your online registration, otherwise the discounted rate will not be applied. Fees are UK VAT exempt (i.e. VAT is not payable).

3. Cancellations and Substitutions

- 3.1. All cancellations must be submitted in writing to cpd@york.ac.uk. Course fees will be fully refundable (less a £125 administrative charge) if a cancellation is submitted on or before 10 November 2022.
- 3.2. Cancellations submitted after 10 November 2022 and before 28 February 2023 will be entitled to a 70% refund.
- 3.3. Cancellations submitted on or after 28 February 2023 will not be entitled to a refund.
- 3.4. In the event that the course has to be cancelled by the University of York its liability is limited to a refund of course fees only. In view of this, we recommend that delegates have adequate insurance cover to claim any travel or personal expenses. Also, please notice that delegates are responsible for applying for any visas they may require to enter the UK. Delegates are advised to submit their visa applications with

sufficient time to have them processed in time for the course start date of 21st March 2023.

- 3.5. Any non-attendance on the course by a delegate will be considered a cancellation.
- 3.6. New bookings and free of charge substitutions can be made up until Wednesday 1st March, however to avoid disappointment delegates are advised to book early.
- 3.7. Substitutions after Wednesday 1st March 2023 will be considered a cancellation and be subject to our cancellation policy.

4. Meal Selections

- 4.1. Where delegates do not select a food option from choices provided within the deadline, the standard vegetarian meal option will be selected for them.

5. Data Protection

- 5.1. For further information on data protection of delegates, please view the CPD Unit's Privacy Policy.

6. Funded places

- 6.1 All fully or partially funded places are provided on the basis that:
 - the individual will provide feedback at 12 and 24 months post course completion detailing any ways in which they have used their learning from the course in their work. This feedback may be via a recorded 'phone/video conferencing interview or an electronic survey
 - The person in the role stated as providing organisational approval for the application at 12 and 24 months post course completion, will also provide feedback on how the course has impacted the organisation. This feedback may be via a recorded 'phone/video conferencing interview or an electronic survey
- 6.2 If the individual learner leaves their role or the organisation within the 12 or 24 months post course completion feedback is only expected from the person in the organisation approval role.
- 6.3 If the person in the organisation approval role leaves the role or the organisation, feedback is still expected from whomever is in the role at the points of feedback, or the equivalent/closest role in the case of restructure.
- 6.4 If the feedback is not received, the organisation will be invoiced for the amount of funding received
- 6.5 An individual organisation may apply for a maximum of 2 half-funded places or 1 fully-funded place. Bookings of 2 half-funded places by an organisation should be coordinated by the organisation. If the University receives an application with organisation approval for a fully funded place, it will be assumed that this is the only application from the named organisation and any further applications will be rejected once that individual has booked their place. Similarly once two half-funded applications with organisation approval from one organisation have been received, any further applications will be rejected, once both individuals have booked.
- 6.6 All funded places must be booked online and payment for half-funded places must be made online via credit or debit card. Payment by invoice is not permitted for half-funded places.

6.7 All funded places (whether half or fully-funded) must be booked online within 3 working days of the University sending the appropriate code to book, otherwise the place(s) may be released to other applicants.

Through registering for a course applicants are deemed to have accepted the above Terms and Conditions.