Management Development Programme

Terms and Conditions

1. Full programme payment must be made in advance of a delegate starting the programme

2. Delegates may cancel their place on the programme by emailing cpd@york.ac.uk – the following cancellation terms apply:

   Cancellation 30 days or more before the programme start: course fees refunded (less 10% administrative charge).
   Cancellation 14 – 30 days before programme start: 50% refund.
   Cancellation fewer than 14 days before programme start: no refund.

   In the event of the University of York cancelling the programme a full refund will be given, but the University of York will not accept responsibility for any additional costs incurred by the delegate (for example travel arrangements or accommodation).

3. Substitutions may be made up to 21 days prior to the start date of the programme, provided you inform us in writing (to cpd@york.ac.uk) and complete the registration form and relevant assessments for the new delegate. No substitutions are permissible after the start of the programme.

4. Whilst on programme, if a delegate is unable to attend one of the sessions, the tutor will attempt to support the gap in their learning via a one-to-one conversation and the provision of any relevant presentations and learning aids. It is the responsibility of the delegate to revise the missed material and compulsory learning hours.

5. If a delegate misses more than one session, the delegate may continue with the programme but will not complete the full programme or receive the full University of York certificate.

6. If a delegate chooses to leave the company which has sponsored their place on the programme before the end of the programme, full payment will still be payable and no refunds will be provided. A delegate may take over the responsibility for payment from their previous employer on agreement with said employer. If the delegate is receiving Skills Service funding, this would end when the person leaves the company so when taking over responsibility for payment, this would be at full price.
7. In the event of a delegate/company applying for external funding to support their place on the programme, all funding requirements are the responsibility of the delegate/company, not the University of York. However if the delegate/company informs the University of their funding and any relevant requirements in a timely fashion, we will attempt to meet any requirements and support said funding.

8. The Skills Service is managed by the West Yorkshire Consortium of Colleges and funded by the European Social Fund (ESF). Any company accessing funding from The Skills Service will work in partnership with the University of York to ensure consistent eligibility throughout the programme including required evidence on completion of the programme.

9. The University of York are obliged to adhere to the terms and conditions of the ESF and therefore, The Skills Service funding will be withdrawn from the company sponsoring the course in the registration form leaving them liable for full programme payment in the following circumstances:

   a. The delegate chooses to leave the company before the end of the programme and completion of the accreditation.

   b. The delegate is unable to successfully complete the accreditation before January 30th 2020. In order to receive a full 40% discount, delegates must be eligible for a CMI certificate by March 2020.

   c. Inaccurate or missing paperwork; All Skills Service paper work much be completed accurately by the delegate and overseeing manager, with no missing information, before commencement of the course. Paperwork paramount to successful funding includes Company Capture Data Form Part 1 & Part 2 and Participant record form. Information on how this data is used and stored can be found on The Skills Service website.

   d. The company does not inform the University directly of any changes relating to the delegate before or during the programme.

10. Additional external funding or discounts are not applicable in conjunction with The Skills Service funding.

11. Once registered with the Chartered Management Institute, delegates have 6 months to complete their qualification. The University accepts no liability for any delegates who fail to complete the qualification within the designated timeframe and no refunds will be given.

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