



## University of York Corporate Training Unit Short courses

### Terms and Conditions

1. Cancellation 30 days or more before the event: **course fees refunded (less 10% administrative charge).**

Cancellation 14 – 30 days before event is: **50% refund.**

Cancellation less than 14 days before event is: **no refund.**

**In the event of the Corporate Training Unit cancelling the course 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).**

2. Substitutions may be made at any time provided you inform us in writing (to [cpd@york.ac.uk](mailto:cpd@york.ac.uk)) and a **charge of £20.00** will be made for replacement delegates.

3. Any delegate who cannot attend the course upon which they have booked may apply to attend a later iteration of the same course, or an alternative course, offered by the Corporate Training Unit. This course must be within 6 months of the original course booking and bookings can only be transferred once at a **cost of £20.00**

If the alternative course is of an equivalent or lower price, no cancellation fee will be incurred and no partial refund will be given.

If the alternative course is of a higher price the delegate will be charged for the difference. This does not apply to courses provided by other departments of the University of York.

4. All payments must be received **before** attending the training course.
5. When attending subsidised/discounted courses all necessary paperwork and funding forms must be fully completed **before** the training course – failure to do so will lead to full course fees being charged.
6. Where discounts are available for a course, it is the delegate's responsibility to declare that they are eligible for a discount before booking and where necessary to prove their eligibility. See additional note below re qualification as Small to Medium Sized Enterprise (SME)

#### **Additional Information:**

SME = An organisation with less than 250 employees and a turnover of less than £42 million.

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