



York Strategic Leadership Programme

Terms and Conditions

1. Cancellation 30 days or more before programme start: **course fees refunded (less 10% administrative charge).**
Cancellation less than 30 days before programme start: **no refund.**
In the event of the Corporate Training Unit 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).
2. 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** due to the tailored nature of the course material.
3. Where a delegate has opted to pay the fee in one instalment, the full payment must be received before the programme begins.
4. Where a delegate has opted to pay the fee in three instalments, the first payment must be received before the programme begins, the second payment before module 3 begins and the third payment before module 5 begins. If payment has not been received prior to the relevant module the delegate will not be able to attend that module.
5. If a delegate is unable to attend one day of a module, the module 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.
6. If a delegate misses more than one module, the delegate may continue with the programme but will not complete the full programme or receive the full certificate.
7. 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. An individual may take over the responsibility for payment from their previous employer if they leave employment with the sponsoring company but still wish to complete the programme.

8. If for any reason a delegate leaves before completion of the programme, the company or person identified as sponsoring the course in the registration form, will be liable for full programme payment.
9. In the event of a delegate/company applying for 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.
10. Delegates who register less than 4 weeks prior to the start of the programme may not be able to have all pre-course assessment feedback processes completed prior to the commencement of the course. The University of York will make every effort to ensure the process is complete prior to module 2.
11. Two CMI tutorials are scheduled as part of the programme which delegates are expected to make every effort to attend. The University of York has no obligation to provide alternative dates, but where necessary will endeavour to arrange additional support if required.
12. If a delegate is completing the CMI qualification as part of this programme, please refer to the separate Terms & Conditions for CMI for full details.

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