York Strategic Leadership Programme Terms and Conditions

1. Cancellation 30 days or more before programme start: **course fees refunded (less 10% administrative charge)**. Cancellation 14 – 30 days before programme start: **50% refund**. Cancellation less than 14 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).

2. Substitutions may be made up anytime up 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 360 degree assessments for the new delegate. **A charge of £20.00 will be made for replacement delegates. 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.

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 the delegate is unable to attend an entire module, the trainer will endeavour to arrange a one-to-one coaching session at a mutually agreeable time/place, in order to cover the missed learning. However we cannot guarantee this will be possible.

7. If a delegate misses more than one module, or a replacement coaching session for a missed module is unable to be arranged, the delegate may continue with the programme but will not complete the full programme or receive the full certificate. In extenuating circumstances, by application in writing to cpd@york.ac.uk a delegate may be able to attend a future iteration of a missed module with a different cohort or learners, in order to complete the full programme.

8. If a delegate chooses to leave the programme or 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.
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. If a delegate wishes to achieve ILM accreditation for the programme they must successfully complete the assessments within the specified timeframe.

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