

North West of England Foundation School

Cancellation Policy

Guidance on the cancellation of attendance to conferences and courses

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CANCELLATION POLICY

Health Education England (HEE) courses, conferences and programmes of study are funded via NHS public funds and as such HEE has a responsibility to ensure that these funds are utilised responsibly and effectively. Those booking onto conferences or events or awarded a funded place within a course are therefore required to attend and to engage fully with all elements of the conference or course. In addition, HEE courses and conferences are very popular so quite often a waiting list of reserve delegates is held. For these potential delegates to take up a vacated place they require advanced notice to arrange time off from their Trust/practice. If a delegate cancels their place at short notice it often remains unfilled resulting in HEE having to pay for venue, catering and facilitation costs for people who did not attend the event.

Therefore in line with the HEE North West cancellation policy (<https://www.nwpgmd.nhs.uk/node/1902>) the North West of England Foundation School would like those booking onto, or accepting, a funded place on a conference, course or programme of study to be aware that the school reserves the right to apply a cancellation fee as outlined in this policy below.

Section 1: One day (short) Conferences or courses:

- Those delegates who cancel 8 weeks or more before the course/conference date will not be subject to a cancellation fee.
- Those delegates who cancel giving between 8 weeks and 3 days notice before the date of the course/conference date will be subject to a 50% cancellation fee based on the cost per delegate for the event.
- Those delegates who give 2 days or less notice before the date of the course/conference date will be subject to a 100% cancellation fee based on the cost per delegate for the event.

- Those delegates who fail to attend a course/conference without notifying HEE will be subject to 100% cancellation fee based on the cost per delegate for the event.
- Any non-attendance or cancellations received at short notice due to illness or extenuating circumstances will not be subject to a cancellation fee. Evidence of the circumstances may be requested.

Section 2: Long courses/programmes of study:

- Those delegates who cancel 8 weeks or more before the start date will not be subject to a cancellation fee.
- Those delegates who cancel their funded place with less than 8 weeks' notice will be subject to a charge of 50% of the cancellation fee.
- Those delegates who do not take up their funded place, without notice to the school, will be subject to 100% of the cancellation fee.
- Those delegates who fail to complete or attend all compulsory elements of the programme, including any required assessments, will be subject to a charge of 25% of the total programme cancellation fee.
- Any non-attendance or cancellations received at short notice due to illness or extenuating circumstances will not be subject to a cancellation fee. Evidence of the circumstances may be requested.