



## Three Counties School of Nursing & Midwifery

### Terms & conditions/cancellation policy for study days/workshops

1. If a delegate is unable to attend an event for any reason they may substitute, by arrangement with the event administrator, someone else from the same institute/organisation.
2. If a delegate is unable to attend they can leave the fee paid with the University as payment towards a place at the same event (should it be repeated) that takes place in the 12 months following the originally booked event.
3. Where the delegate is unable to attend, and is not in a position to transfer his/her place to another person or to another event, then the following refund arrangements apply:
  - Bookings cancelled more than 30 days before the event will receive a full re-fund
  - Bookings cancelled less than 30 days before the event will not be eligible for a re-fund
4. Cancellations made by delegates after a failed visa application will be refunded in full upon receipt of evidence of the visa refusal.

### Re-funds will be made in the following ways:

- For payments received by credit or debit cards, the same credit/debit card will be re-funded.
- For all other payments, a bank transfer will be made to the payee nominated account.

### Event cancellation

We will do our best to ensure that the event goes ahead, but we reserve the right to cancel at any time. If we do so (other than for reasons outside of our control), we will re-fund your event fee in full but will have no further liabilities to you. In particular we will not meet the costs of any pre-booked accommodation or travel.