

NHS University Hospitals Dorset NHS Foundation Trust

Booking terms and conditions

Payment:

- Full payment must be received at least seven working days prior to commencing any training us.
- Payment is accepted via cheque or BACS.

Cancellations, transfers and non-attendance:

• All cancellations or request to transfer courses must be confirmed in writing to us either via e-mail or letter.

Cancellation:

- Cancellations received less than two weeks before the start of the course are subject to a cancellation fee of 50% of the course fees.
- When a course is bought as a pre-paid block booking the purchaser is responsible for filling the places purchased. There is no refund for places not filled.

Transfers:

• There is no charge for transferring to an alternative course date providing the request is made 14 or more days before the start of the course. One free transfer can be made after which there will be a £25 administration fee for each further request.

Non-Attendance:

- If participants fail to attend the course, the full course fees are payable.
- Full course fees remain payable if participant fails to attend a funded programme.

For further enquiries, please contact:

- Tel: 0300 019 5470
- E-mail: <u>MMU.education@uhd.nhs.uk</u>

We work in alliance with health and social care providers, educators and commissioners to ensure equity of access to evidence-based end of life care education and training for the healthcare workforce across the South West.