

**Short Course / CPD Booking Conditions**

**Booking Conditions**

Acceptance onto a short course is at the agreement of the course owner. They will want to assure themselves that you have the relevant level of background knowledge. You may therefore be asked to provide a CV detailing your knowledge / experience in particular areas.

Course fees quoted include all relevant course materials, tuition and examinations, lunch and refreshments.

A completed booking form with Purchase Order or payment is required no later than one month before the course starts, or immediately for bookings made within one month of the beginning of the course.

Fees are payable to The University of York. Cheques should be drawn on a UK bank in pounds sterling and made payable to The University of York. Payment may also be made by Visa or Mastercard.

**Cancellations**

We regret that a fee must be charged when confirmed bookings are cancelled or transferred to future dates. In the event of a cancellation, you may nominate a substitute (acceptance of this substitution is subject to academic and availability conditions). If a suitable substitute cannot be found the following scale of charges will apply:

56 days or more before the programme starts - full refund

55 days or less - 50% refund

28 days or less - 25% refund

14 days or less - no refund

**Transfers to a degree bearing course**

If you subsequently register for a degree bearing course, and wish to use your attendance and completion of the assessment of a short course as part of this, then 90% of the short course fees already paid will be transferred towards the cost of the degree. Please note that you must register within 2 years for the module / assessment to contribute to the degree bearing course.