



## **Terms and Conditions**

### **Cancellations by delegates**

To cancel a place on PGME events and courses, notice of cancellation must be given by email to [pgme.education@gosh.nhs.uk](mailto:pgme.education@gosh.nhs.uk) or phone to 0207 405 9200 ext. 0477.

### **Fee paying courses:**

- If you cancel at least 30 days prior to the start of the course you will receive a full refund.
- If you cancel between 30 and 10 days prior to the start of the course you will receive a 50% refund.
- If you cancel less than 10 days before the event you will not be entitled to a refund.

No refund will be made for non-attendance on the course.

### **Non-fee paying courses:**

For all free courses and events, PGME will charge for non-attendance or late cancellation to cover the cost of administration, as follows:

- Cancellation less than 10 days prior to the start of the course will incur a cancellation fee of £50.00. Cancellations must be via email [pgme.education@gosh.nhs.uk](mailto:pgme.education@gosh.nhs.uk)
- PGME will accept name changes for attendees but this must be made 10 days prior to the event on 0207 405 9200 ext. 0477 or email [pgme.education@gosh.nhs.uk](mailto:pgme.education@gosh.nhs.uk)
- Non-attendance will incur a fee of £50.00

### **Cancellations by PGME and changes to course content**

Courses may be cancelled for educational, practical or business reasons, e.g. where numbers are expected to be so low that the student learning experience will be harmed or where a centre is unable to resource a course or where a course will not be economically viable.

PGME events and courses are constantly updated and while we endeavour to deliver the courses as advertised there may inevitably be occasions where we have to change content without prior notice or, in exceptional circumstances, change venue or cancel an event.

In the case of a course cancellation delegates will be offered a full refund. PGME cannot compensate for time spent travelling or away from the place of work.