



Booking Conditions

1. We recommend you book your course as early as possible in order to increase your chances of securing a place. We will always try to accommodate late bookings. However, if you wish to make a booking less than 5 working days prior to the start of the course, you should call the Staff Development Centre first to check availability (extension 5118/5680/1257/5021).
2. Places on courses and workshops are provided free of charge to University staff. However, the Staff Development Centre reserves the right to charge a fee of **£50.00 (£100.00 for the Media Training course, for PRINCE2 Foundation courses see separate Booking Conditions)** for “no shows” and for any cancellations of a place where notice has not been given, normally 5 working days.
3. Staff registering for an ILM Award will be charged a **£70.00** fee if they do not complete the programme, this includes completion of all assessed work. This charge is to cover the cost of registration with the ILM.
4. Departments may provide a substitute. However, departments are asked to consult with the Staff Development Centre beforehand.
5. In cases of genuine sickness, or where 5 days notice of cancellation of a place has been given, no fee will be charged.
6. The Staff Development Centre will exercise sensible discretion in any other mitigating circumstances.

Staff Development Partnership
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