



Booking Conditions PRINCE2 Foundation

1. We recommend you book your course as early as possible in order to increase your chances of securing a place and completing the necessary pre-course work. We will always try to accommodate late bookings. However, if you wish to make a booking less than 10 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 **£150.00** for “no shows” and for any cancellations with less than 10 days notice.
3. Departments may provide a substitute who fulfils the Essential or Necessary criteria. However, departments are asked to consult with the Staff Development Centre beforehand.
4. In cases of genuine sickness, or where 10 days notice of cancellation is given, no fee will be charged.
5. The Staff Development Centre will exercise sensible discretion in any other mitigating circumstances.

**Staff Development Partnership
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