

## DELEGATE BOOKING – TERMS AND CONDITIONS

- **DELEGATE SUBSTITUTION**

An alternative delegate may be substituted on any course at no additional cost providing that written notice is received no later than two working days for half day and one day courses. For the 2.5 day Radiation Protection & Quality Assurance course, five day's notice will be required.

- **CANCELLATION**

***By delegates***

Cancellations must be confirmed in writing including by e-mail.

***Half day and full day courses***

No charge for cancellations made up to 5 working days before the start of the course.

For cancellations made after this date, the full charge will be applied. Cancellation fees may be waived in some circumstances.

Radiation Protection & Quality Assurance 2.5 day course the following cancellation fees will apply:

More than one month before the course date:	No charge
21-31 days before the start of the course:	25% charge
11-20 days before the start of the course:	50% charge
6-10 days before the start of the course:	75% charge
Within 6 days of the start of the course:	100% charge

***By RPC***

Cancellations will be confirmed by e-mail. Courses will be held subject to response. If there are insufficient numbers booked on a course, RPC reserves the right to cancel that course or reschedule to another date.

Any fees paid in advance will be reimbursed if an alternative date offered is not suitable.

- **PAYMENTS AND FEES**

Course joining instructions will not be sent out until confirmation of payment details have been received by RPC. Delegates who turn up for training sessions without written confirmation from RPC will be denied access.

Course fees include refreshments, lunch (not applicable to half day courses), course notes and a certificate of attendance.

- **COURSE MATERIALS**

Course material must not be copied in whole or in part other than for personal use.

- **CERTIFICATES**

Certificates will be awarded at the end of the training. If any delegate is not present for the full period of training then the certificate may only be awarded at the discretion of the course chairman.