

RPC TRAINING

DELEGATE BOOKING – TERMS AND CONDITIONS

- **BOOKING**

Places will only be confirmed if a booking form has been completed and submitted. Places cannot be reserved over the telephone.

- **DELEGATE SUBSTITUTION**

An alternative delegate may be substituted for any one or half day course at no additional cost provided that we have been given at least two working days notice. For the 2.5 day Radiation Protection & Quality Assurance course, four working days notice is required.

- **CANCELLATION**

By delegates

Cancellations must be confirmed in writing 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 may be applied. Cancellation fees may be waived in some circumstances.

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

May 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

Cancellation fees may be waived in some circumstances.

By RPC

Courses will be held subject to demand so it may become necessary to cancel a course if there is insufficient take up. Cancellations will be confirmed by e-mail at least 10 working days before the start of the course and an alternative date may be offered.

Any fees paid in advance will be reimbursed if any 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.

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.