

### BMTC Conditions and Cancellation Policy

The BMTC reserves the right to cancel or reschedule the course. We reserve the right to modify the course program without prior notice and to refuse any registration. The course and all material will be delivered in English.

Recipients of bursaries: Bursaries will be awarded by the selection committee on the basis of the NERC funding status; the decision of the selection committee will be final. On completing the registration form you agree to attend the course, as well as commit to providing email notification if you become unable to attend the course on the specified date. This email notification must be received by us at least one week prior to commencement of the course. If you are unable to attend the course after the one-week notice period we request that you make every effort to find a substitute delegate to attend the course.

Attendees paying the registration fee: Places on the course cannot be confirmed without prior payment in full of the course fees and, if booked by us, one night of accommodation; travel arrangements should not be made until written confirmation of acceptance on the course is received from us. Written cancellations must be received if you cannot attend the course. If you cancel your attendance of the course up to one week before commencement of the course then one of three outcomes applies: (1) if you find a substitute delegate then they may attend at no additional charge; or (2) your fees will be returned minus a £50 administration fee and the cost of the accommodation; or (3) providing that the BMTC can find a suitable replacement to fill your vacancy, it may be possible to transfer you (or your substitute) to a future course (subject to the course running), which will incur an additional administration fee of £50 plus any additional course fees.

Accommodation & travel: Accommodation will be provided by the BMTC and at a location that they specify; it is not possible to arrange accommodation at a location specified by the attendee. Accommodation will include bed and breakfast; any additional costs must be covered by the attendee upon checking out of the hotel. It is not possible to arrange additional nights accommodation for attendees outside of that specified in the bursary. For recipients of bursaries, travel costs will be covered up to a value of £100 and will be reimbursed upon completion of an expense claim form together with submission of receipts. Travel costs will not be paid to any attendee who does not attend the course.