

BMTC Conditions and Cancellation Policy

Course Cancellation / Registration

- We reserve the right to cancel or reschedule any course up to 7 days in advance of the course start date (for example, if a course has few registrations).
- If a course is cancelled, any course fee paid by a delegate may either be:
 1. transferred to a later course run - or an alternate course - within 12 months of the date of cancellation; or
 2. fully refunded.
- If a course is cancelled, no further costs (e.g. travel, accommodation, etc.) will be repaid.
- We reserve the right to modify any course program without prior notice.
- We reserve the right to refuse any registration.
- The course and all material will be delivered in English only.

Registration Types

1) Attendees paying the registration fee

- Places on the course cannot be confirmed without prior payment in full of the course fees.
- 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.
- You have the right to cancel your course attendance within 14 calendar days of your online transaction (please see the Terms and Conditions to the University of Birmingham online shop).
- After 14 calendar days, if you cancel your attendance of the course up to one calendar 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 course fee will be returned minus a £50 administration fee; 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.
- If you cancel your course booking within one calendar week before commencement of the course, no refund will be given.

2) Bursaries

a) Recipients of bursaries

- Bursaries will be awarded by the selection committee on the basis of the funding status; the decision of the selection committee will be final.
- Only one bursary will be awarded per person per year.
- 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 at least one week prior to commencement of the course.
- When you have attended the course you must complete a short feedback form (<10 minutes to complete) within 14 calendar days of this being provided.
- 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.

b) Accommodation & travel included in bursaries

- 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 of accommodation for attendees outside of that specified in the bursary.
- For recipients of bursaries, travel costs will be covered up to a value specified in the bursary details 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.

Your Data

The BMTC fully complies with all data protection policies established by the University of Birmingham. For more information, please see:

- [University of Birmingham Data Protection Policy](#)
- [University of Birmingham Data Protection Guidance](#)