

BMTC Terms, Conditions and Cancellation Policy

Contents

Course Cancellation / Registration	2
Terms and Conditions by Registration Type	2
Delegates paying registration fees.....	2
Delegates in receipt of bursaries awarded by the BMTC	2
Your Data	3
Contact Information.....	3

Course Cancellation / Registration

- 1.1 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 fewer than 4 delegate registrations).
- 1.2 If a course is cancelled, any course fee paid by a delegate may be either:
 - 1.2.1 Transferred to a later course run - or an alternate course - within 12 months of the date of cancellation; or
 - 1.2.2 Fully refunded.
- 1.3 If a course is cancelled, no further costs (e.g. travel, accommodation, etc.) will be repaid.
- 1.4 We reserve the right to modify any course program without prior notice.
- 1.5 We reserve the right to refuse any registration.
- 1.6 The course and all material will be delivered in English only.

Terms and Conditions by Registration Type

Delegates paying registration fees

- 2.1 Places on the course cannot be confirmed without prior payment in full of the course fees.
- 2.2 Travel arrangements should not be made until written confirmation of acceptance on the course is received from us.
- 2.3 Written cancellations must be received if you cannot attend the course
- 2.4 Cancellation timelines and conditions:
 - 2.4.1 Within 14 calendar days of your online transaction
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).
 - 2.4.2 Up to one calendar week before commencement of the course
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:
 - 2.4.2.1 If you find a substitute delegate then they may attend at no additional charge; or
 - 2.4.2.2 Your course fee will be returned minus a £50 administration fee; or
 - 2.4.2.3 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.
 - 2.5 Within one calendar week before commencement of the course
If you cancel your course booking within one calendar week before commencement of the course, no refund will be given.

Delegates in receipt of bursaries awarded by the BMTC

- 3.1 Bursaries will be awarded by the selection committee according to appropriate internal marking criteria.
- 3.2 The decision of the selection committee to award or refuse a bursary is final.
- 3.3 One bursary will be awarded per person per year.
- 3.4 Travel arrangements should not be made until written confirmation of acceptance on the course is received from us.
- 3.5 By applying for a bursary with us you agree to attend the course specified.
- 3.6 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.
- 3.7 Written cancellations must be received if you cannot attend the course.
- 3.8 Cancellation timelines and conditions:

3.8.1 Up to one calendar week before commencement of the course

If you cancel your attendance of the course up to one calendar week before commencement of the course then one of the three outcomes applies:

- 3.8.1.1 If you find a suitable delegate (as judged by the BMTC selection committee) then they may be able to attend at no additional charge; or
- 3.8.1.2 It may be possible to transfer your bursary registration to a future course; or
- 3.8.1.3 Your awarded bursary may be revoked, and you will need to apply again for a bursary with the BMTC if you wish to attend any of our future courses under the MRC bursary programme.

3.8.2 Within one calendar week before commencement of the course

If you cancel your booking within one calendar week before commencement of the course, or do not attend the course but do not provide us with notification, the BMTC reserves the right to charge the registered delegate the full registration fee for the relevant course, as stated on each course page on the BMTC website.

3.8.3 All acceptance, refusal, amendments or charges under this bursary programme as outlined above are made at the discretion of the BMTC.

Your Data

4.1 The BMTC fully complies with all data protection policies established by the University of Birmingham.

For more information, please see:

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

Contact Information

5.1 If you need to get in touch with us to discuss any of the above, please email:

bmtc@contacts.bham.ac.uk