

Public Health England

Centre for Radiation, Chemical and Environmental Hazards

Training Courses - standard terms and conditions

1. Bookings will be regarded as provisional until the full course fee has been paid. Provisional bookings will only be held for 4 weeks and will not be held at all when the course is full.
2. Payment must be made in advance of the course by cheque, credit card, debit card or BACS electronic transfer.
3. All payments must be made in pounds sterling.
4. Cheques to be made payable to Public Health England, and sent with a completed application form for the course of your choice to the relevant booking office. Please include the course reference number on the back of the cheque (if applicable).
5. For details on electronic payment, please call the relevant booking office.
6. Invoices will not normally be issued for training course places and purchase orders are not acceptable in lieu of payment. If sent they will be accepted for information purposes only.
7. All course fees include associated course notes and other course materials, examination or attendance certificates as well as lunch and daytime refreshments. Unless otherwise stated, accommodation, breakfast and evening meals are not included.
8. Accepted applications will be acknowledged and joining instructions will be sent prior to the start of course.
9. Unless otherwise stated, there will be no refund of the course fee for cancellations received within 10 working days of the course start date. For courses where this period is 5 weeks this will be clearly stated. For all other cancellations, the course fee will be refunded, less an administration fee
10. Cancellations must be in writing and sent to the relevant booking office.
11. Substitutions may be made at any time by notifying the relevant booking office in writing.
12. PHE reserves the right to make appropriate changes to the course timetable and content or to cancel a course due to circumstances beyond its control and liability shall be limited to the refund of fees paid in this instance.
13. All intellectual property rights in material supplied on courses is subject to Crown copyright and owned by PHE and/or collaborating institutions. Therefore any duplication in whole or in part is strictly prohibited.
14. Courses are not to be recorded in any way without the prior written consent of PHE.
15. PHE expects delegates to behave in a polite and appropriate manner and adhere to PHE rules and regulations when attending courses. PHE reserves the right to exclude delegates or abandon the course in the event of disruptive, abusive or threatening behaviour by an individual or group of delegates. In such an event, no refund will be payable to the excluded delegate's organisation.

September 2013