

## **UK Health Security Agency**

### **Novel and Dangerous Pathogens Training**

#### **Training Courses - Standard Terms and Conditions**

1. Bookings will be regarded as provisional until the full course fee has been paid.
2. Payment must be made in advance of the course by credit or debit card (via our website) or by Purchase Order. Please send all Purchase Orders to [nadp.training@ukhsa.gov.uk](mailto:nadp.training@ukhsa.gov.uk) – a member of the team will confirm receipt.
3. All payments must be made in pounds sterling (GBP).
4. All course fees include associated course notes and other course materials, examination or attendance certificates. Travel, accommodation and subsistence is not included.
5. Accepted applications will be acknowledged and joining instructions will be sent prior to the start of course. If you do not receive confirmation of your booking for a specific course with dates, you will not be permitted on site.
6. Cancellations or transfers must be made in writing and sent to [nadp.training@ukhsa.gov.uk](mailto:nadp.training@ukhsa.gov.uk).
7. UKHSA 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.
8. All intellectual property rights in material supplied on courses is subject to Crown copyright and owned by UKHSA and/or collaborating institutions. Therefore, any duplication in whole or in part is strictly prohibited.
9. Courses are not to be recorded in any way without the prior written consent of UKHSA.
10. UKHSA expects delegates to behave in a polite and appropriate manner and adhere to UKHSA rules and regulations when attending courses. UKHSA 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.
11. Any security breaches as a result of a delegate's behaviour may result in a site ban for the individual and their associated organisation(s).

April 2024