

Researcher skills development workshops

Cancellation Process and Late Cancellation Charges

There is significant cost to the Graduate School in providing workshops with outside facilitators. For workshops with limited places and high demand a waiting list will operate should the event become oversubscribed.

The Graduate School will charge for late cancellation (less than 5 working days) or non-attendance at a workshop where spaces are limited and we are operating a waiting list.

Participants should not book a place on a workshop unless they can reasonably guarantee that they can attend. Places are limited and reserving places by booking and then not attending will penalise other participants and incur a cost to the Graduate School.

Should you become aware that you will be unable to attend a booked workshop, please cancel your place by emailing skillsdevelopment@uwe.ac.uk as soon as you are reasonably able to do so, we can then notify the facilitator and offer your place to someone else on the waiting list.

There is a £100 cancellation fee charge for non-attendance or last minute cancellations made by participants on workshops with a waiting list.

The charge will be incurred for workshops with a waiting list for:

- Non-attendance without prior notification to skillsdevelopment@uwe.ac.uk.
- Cancellation made less than 5 working days before the event.

A charge will not be incurred for any cancellations received with 5 working days' notice or more or for cancellations due to circumstances outside of your control – such as accident and ill health.

- Your Director of Studies will be informed of non-attendance at workshops.

The following are exempt from the cancellation fee:

- If your place is filled by someone from the waiting list then no cancellation fee will be incurred.
- If the workshop has places available and we are not operating a waiting list then no cancellation fee will be incurred.

Participants who cannot attend a skills development workshop due to sickness will not be charged when evidence of the absence has been provided.

Participants who cannot attend a training course due to emergency carers leave will not be charged.