

COURSE FEES AND CANCELLATION GUIDELINES 2010

Fees payable by branches

Branches will be invoiced for all course costs after the course event and are responsible for payment of travel and subsistence claims of delegates attending courses.

Courses held at more than one venue

Where it becomes necessary to use more than one venue, delegates will be allocated a place and advised which venue to attend. If the delegate chooses to attend the other venue, as has happened in the past, the branch will be charged the full cost of the first venue and /or any other related charges the venue provider passes on to UNISON. This will be in addition to the normal course fees.

Cancellations

If, for any reason, you find you cannot attend a course for which you have applied it is essential that you contact both your Branch Education Co-ordinator or Branch Secretary (who may be able to find a substitute delegate) and the Learning & Member Development Team, **as soon as possible**. The current charging policy in respect of cancellations is as follows:

- Day and Residential Courses

- **Cancellation prior to the closing date:** If a delegate is unable to attend a day course and the Learning & Member Development Team are notified prior to the closing date of the course, no charge will be made to the branch.
- **Cancellation after the closing date:** If a delegate is unable to attend the course and the Learning & Member Development Team are notified after the closing date of the course but prior to the commencement of the course, the course fee will be charged to the branch (£30 per day for day courses and £105 for residential courses) plus the full cost that the venue and/or course provider passes on to UNISON. However if a replacement delegate can be found, the branch will only be charged the course fee.
- **Failure to attend:** If a delegate fails to attend the course and fails to notify the Learning & Member Development Team prior to the start of the course, the relevant course fee will be charged plus a £60 cancellation charge per day for each day of the course (residential courses that will increase to £100 per day) or the full cost that the venue and /or course provider passes on to UNISON.

- IT Courses

Due to the cost of these courses to the Region, if a delegate cancels after the closing date and no replacement can be found the relevant course fees will be charged plus a cancellation charge of £150 or the full cost that the venue and/or course provider passes onto UNISON.

- Family care or other facilities

If you have booked family care or other facilities that you no longer require you should inform the Learning & Member Development Team as soon as possible. Your Branch may be charged for these facilities if you cancel or change your requirements after the closing date.