

COURSE COSTS AND CANCELLATION GUIDELINES 2012

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.

Delegates should contact their branch for an expenses claim form.

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, delegates find that they cannot attend a course for which they have applied it is essential that they contact the UNISON Regional Learning & Member Development Team on 0115 8475457, who will seek to fill their place from waiting lists or in liaison with their branch. Cancellation charges will apply as follows:

- **Cancellations Prior to the Course**

For delegates who are unable to attend the course and advise the Learning & Member Development Team prior to the commencement of the course, the advertised course fee will be charged to the branch 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 without notice**

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 advertised course fee will be charged plus an additional £60 cancellation charge per day for each day of the course or the full cost that the venue and /or course provider passes on to UNISON.

I T 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.