

Terms and Conditions

Cancellations by delegates

To cancel a place on PGME events and courses, notice of cancellation must be given:

By email to pgme.education@gosh.nhs.uk

or by telephone: 0207 405 9200 ext. 0477 or 0523.

Fee paying courses:

- If you cancel at least 30 days prior to the start of the course/event you will receive a full refund.
- If you cancel between 30 and 10 days prior to the start of the course/event you will receive a 50% refund.
- If you cancel less than 10 days before the course/event you will not be entitled to a refund.

All refunds issued less than 30 days prior to the event will be processed after the course/event.

No refund will be issued for non-attendance on the course/event.

Non-fee-paying courses:

For all free courses and events, PGME will charge for non-attendance or late cancellation to cover the cost of administration cancellation can be made via the above contacts, this will be deducted from your departmental budget code as follows:

- Cancellation less than 10 days prior to the start of the course will incur a cancellation fee of £50.00.
- PGME will accept name changes for attendees, but this must be made 10 days prior to the event via above contacts
- Non-attendance will incur a fee of £50.00.

Cancellations by PGME and changes to course content

Courses/event may be cancelled for educational, practical, or business reasons, e.g., where numbers are expected to be so low that the student learning experience will be harmed, where a centre is unable to resource a course or where a course will not be economically viable.

PGME events and courses are constantly updated and while we endeavour to deliver the courses as advertised there may inevitably be occasions where we must change content without prior notice or, in exceptional circumstances, change venue or cancel an event.

In the case of a course cancellation delegates will be offered a full refund. PGME cannot compensate for time spent travelling or away from the delegates place of work.