

## **TERMS AND POLICIES**

- a. The applicant is responsible for discussing and confirming with their own institution that they are able to attend the programme cohort for which they are applying.
- b. For departments with several members of staff who may be interested in applying, it will be up to the individuals/department/institution to agree who should apply, according to their own ways of working and/or policies
- c. The applicant is responsible for ensuring adequate funding is available if they are offered a place.
- d. The applicant is responsible for responding to any correspondence and associated action required by the specified deadline. Failure to complete the enrolment information when required will result in the applicant losing their place on the programme. The UKTMN will be responsible for sending a single reminder if needed during this time.
- e. Once an applicant has been offered and accepted a place, they are responsible for communicating any change in circumstances to the UKTMN as soon as possible.
- f. Acceptance of a place will result in a request for payment. It is the responsibility of the applicant to ensure that correct details for a finance contact are provided on the enrolment form.
- g. Travel costs or expenses incurred will not be refunded in any circumstances – these are the responsibility of the applicant. All details of what is included is available in programme advertising and on the UKTMN website.
- h. In the unlikely event that the UKTMN cancels the programme, cohort members will be asked if they would like to defer their place to the next available programme dates or refunded the total programme fee.
- i. If once enrolled (i.e. a place has been offered and accepted), the applicant becomes aware they may not be able to complete the programme (e.g. maternity leave, sickness), they should contact UKTMN as soon as possible. Consideration will be given to exceptional circumstances on a case-by-case basis.
- j. If a delegate wishes to cancel their place on the programme once the fee has been paid, a full refund of programme fees will be allowed if notice of at least 4 weeks prior to the start of the programme is given. No refunds will be given after this time.

### **Applicants to previous programme cohorts**

Any applicants who:

- Previously applied but their application was unsuccessful or
- Were offered a place but did not accept (for any reason) or
- Were offered a reserve place but could not/did not accept (for any reason)

And wish to be considered for a place on a future programme should re-apply, following the standard procedures. The application will be reviewed against other applicants as per usual practice. No consideration will be given to previous unsuccessful applicants during review.