

Postgraduate Certificate (PG Cert) in Workplace Based Postgraduate Medical Education and Medical Leadership

Cancellation Policy: HEE NW Funded Places

HEE NW courses, conferences and programmes of study are funded via NHS public funds and as such, HEE NW has a responsibility to ensure these funds are utilised responsibly and effectively.

Those awarded a funded place on either the PG Cert in Workplace Based Medical Education module, or the PG Cert Medical Leadership module are required to attend and to engage fully with all elements of the course. As there are a limited number of funded places, a waiting list is in operation for these modules; to enable those on the waiting list to take up a vacated place, advance notice is required to arrange time off from their organisation. As Edge Hill University course registration and enrolment procedures apply, if an applicant cancels their place at short notice following course enrolment, HEE NW must pay the full module fee of £780 even though the place is unfilled.

HEE NW is therefore operating this cancellation policy which is based on HEEs cancellation policy implemented April 2012.

All those accepting a funded place on modules of the PG Cert must be aware that HEE NW reserves the right to apply a cancellation fee as outlined in this policy. All cancellation charges will be subject to a £10 administration fee.

Cancellation Charges

- Those who cancel after nomination but before enrolment will not be subject to a cancellation fee.
- Those who cancel following enrolment but prior to first attendance will be subject to a cancellation fee of 100% of the module fee (£780).
- Those who do not take up their funded place without notice to Edge Hill University or HEE NW will be subject to a cancellation fee of 100% of the module fee (£780).
- Those who fail to complete (following second and final submission) or fail to attend all compulsory elements of the programme, including any required assessments, will be subject to a cancellation fee of 25% of the module fee (£195).
- Any non-attendance or cancellations received at short notice due to illness or extenuating circumstances will not be subject to a cancellation fee. Evidence of the circumstances may be requested. As the programme is being delivered by a university partner students must adhere to the university's policy for mitigating circumstances.