

Postgraduate Certificate (PGCert) in Workplace Based Postgraduate Medical Education / Medical Leadership

HEE (NW) funded places

CANCELLATION POLICY

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

Those awarded a funded place on modules of either the PG Cert in Workplace based Medical Education or PG Cert Medical Leadership are required to attend and to engage fully with all elements of the course. As there are a limited number of funded places, we operate a waiting list of applicants; to enable these potential applicants to take up a vacated place they require advance notice 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 and following course enrolment, we will not be able to fill the place resulting in HEE having to pay for the full module fee of £750 for individuals who do not attend the course.

HEE is therefore implementing this cancellation policy which is based on HEE cancellation policy implemented April 2012.

All those accepting a funded place on modules of the PG Cert must be aware that HEE 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 (£750).
- Those who do not take up their funded place without notice to Edge Hill University or HEE will be subject to a cancellation fee of 100% of the module fee (£750).

- Those who fail to complete (following second and final submission) or attend all compulsory elements of the programme, including any required assessments, will be subject to a cancellation fee of 25% of the module fee (£187).
- 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 the student must adhere to the university's policy for mitigating circumstances.