



Royal College
of Midwives

Course booking terms and conditions

Booking confirmation

- To provisionally book a place on the course, the following requirements must be completed. Please note that a booking will only be confirmed once all criteria have been met.
- Complete the online application form and ensure your manager has read these terms and conditions.
- Your Trust/Health Board must supply a PDF copy of the **full purchase order with in 30 days of provisional place confirmed.**

Payment terms

Full payment must be received **no later than 31 days prior to the course start date.**

Failure to make payment within this timeframe will result in your place being **forfeited**, and the booking may be offered to another participant.

Cancellations and refunds

If you need to cancel your place, a **minimum of 31 days' written notice** prior to the course start date is required to receive a **full refund.**

Cancellations received with less than 31 days' notice may not be eligible for a refund.

Substitutions

Substitute delegates may be accepted **at the organiser's discretion**, provided notification is received in writing prior to the course start date.

Course changes or cancellation by organiser

The organiser reserves the right to amend course content, speakers, venue, or dates where necessary.



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In the event the course is cancelled, a **full refund will be provided**, but the organiser accepts no liability for any additional costs incurred by delegates.

VAT

All fees are subject to VAT at the applicable rate at the time of invoicing.