Courses and Events Cancellation Policy

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<th>Policy Number</th>
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Reviewed by: N/A

Purpose and Objective:
This document is the Pragmatic Clinical Trials Unit (PCTU) policy for the cancellation of courses and events that are run by PCTU. The policy will detail the conditions attached to a participant’s cancellation on a course or events and establishes the PCTU’s right to cancel a course or event.

PCTU Course Cancellation
In the unusual event that PCTU have to cancel a course or event, all participants will be refunded in full. Participants will be notified of any cancellations in good time.

Participant Course Cancellation
If a participant wishes to cancel their place on a course, the following refund conditions are applied:

- If a cancellation request is received in writing no less than 8 weeks before the course start date, a full refund will be granted.
- If the cancellation request is received in writing no less than 6 weeks before the course start date, a partial refund of 75% will be granted.
- If the cancellation request is received in writing no less than 4 weeks before the course start date, a partial refund of 50% will be granted.
- If the cancellation request is received in writing no less than 2 weeks before the course start date, a partial refund of 25% will be granted.
- No refund can be issued for cancellations less than 2 weeks before the course start date.

Please note, a request made via email will be considered to have been made ‘in writing’ for the purposes of this policy.
Document control

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<thead>
<tr>
<th>Version</th>
<th>Reason for Changes</th>
<th>Author of changes</th>
<th>Date Approved</th>
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