

Faculty of Education Practitioner Professional Development Policy

PPDP002

Cancellation of Courses and Candidate withdrawal from Courses Policy

Last reviewed: July 2012

Introduction

Unfortunately, there is sometimes the need to cancel advertised courses and disappoint people who have applied for them. This is due to the nature of PPD/CPD courses:

- a number of different courses are proposed and advertised each year to meet supposed need and interest; the uptake of courses is difficult to predict;
- there is a limited time period between advertising courses and the need to establish a sustainable cohort;
- it is not financially viable to run undersubscribed courses.

Policy for the cancellation of courses

We reserve the right to cancel any course which does not recruit sufficient participants to make it viable. When this happens we will:

- at least one week prior to the start of the course, write to all candidates informing them of the cancellation;
- return any fees paid;
- inform candidates of any similar Faculty-based courses and/or courses being run in partnership. Where possible candidates can be transferred to an appropriate course;
- if requested applications will be retained and reviewed in the event of the same course being run at a later date.

Policy for the withdrawal of applicants prior to the start of the courses

Candidates wishing to withdraw from courses for which they have applied and been accepted should do so in an email to ppd@educ.cam.ac.uk .

A full refund of fees will be issued if notice of withdrawal is received by the PPD Coordinator one week before the start of the course.

We will be unable to issue refunds for withdrawals received less than one week before the start of a course.