

# CEM Professional development courses terms and conditions

## Online professional development courses

### **Course booking:**

Your booking will be pending until confirmed by your organisation. We will email your organisation to advise them of the pending commitment, but it is your responsibility to receive agreement from your organisation.

Pending bookings which are not confirmed within 7 days will be cancelled. If the booking is still required, then it will need to be booked again.

### **Payments:**

Please note that we can only accept payment in the following currencies: £GBP, \$USD or €Euro.

### **Payment by Invoice:**

Registered Schools will be invoiced for the fee of the course.

### **Cancellations and transfers:**

You can cancel your booking through emailing [cem@cambridge.org](mailto:cem@cambridge.org). Cancellations made 9 days or less before the event start date will be charged in full.

In the event we amend or cancel a course we will give notice of 7 days, where possible. Where a course is cancelled by Cambridge CEM, all course fees paid will be refunded in full.

If you would like to transfer your booking to another course (provided there is space on the course), you will need to email us at [cem@cambridge.org](mailto:cem@cambridge.org).

We cannot accept transfers 9 days or less before the event start date.

If you are unable to attend last minute due to extenuating circumstances and wish to avoid a cancellation charge, please contact us at [cem@cambridge.org](mailto:cem@cambridge.org) with a medical note or a supporting email from a senior member of staff at your school.

### **Certificates:**

You will receive a certificate of attendance at the end of the course