



CPD HE Module Funding Terms & Conditions v.16

All Courses

- I confirm that, to the best of my knowledge, the information I have entered into the online application form on www.swastcpd.co.uk is to the best of knowledge; true, complete and accurate, and no information requested or other material information has been omitted.
- I understand that any offer of a place on a course I have applied for is subject to approval by my employer and acceptance of the identified education provider's terms & conditions.
- I accept that if I do not fully comply with these requirements, my employer and/or the education provider reserves the right to cancel my application and I shall have no claim against them in relation to this application.
- I agree that should I need to cancel my application or withdraw from a course or module, I will make every reasonable effort to inform the CPD team with as much notice as possible, give credible justification, and be prepared to provide evidence of the justification if asked.

Funded University Modules – additional terms & conditions

- I understand that if plagiarism is proven this information will be shared with my employer.
- I agree to comply with University attendance requirements.
- I agree to the University providing information to my employer on my progression and completion – This will include attendance, withdrawal from modules, and confirmation of passing the module (1st, 2nd, 3rd attempt), details of the qualification awarded, or notification if you did not successfully complete the module, including non-submission of assessments.
- I agree that if I cannot complete the module for any reason, I will apply for extenuating circumstances via the Education provider/University process.
- I agree if an extension/re-sit is not granted via this process, **the Trust can charge me for the FULL (100%) cost of the module. (This will be recovered from your monthly salary following a letter of notification).**
- I also agree that if I am successful in my funding application, and then withdraw from a



module without giving the SWAST CPD team 9 weeks prior notice **the Trust can charge me for the FULL (100%) cost of the module. (This will be recovered from your monthly salary following a letter of notification).**

- I fail to enrol with HE institution after being granted funding - without informing the SWAST CPD team with 9 weeks prior notice **the Trust can charge me for the FULL (100%) cost of the module. (This will be recovered from your monthly salary following a letter of notification).**

(The deadline for withdrawing without charge is 9 weeks in advance of the module start date – this allows us to offer the place to someone else & stops funding being lost- this may be shortened at the Trust's discretion if the module is advertised short notice or you are a replacement candidate).

Data Protection

I agree that my data can be stored & used as detailed below, & that I have the right to ask for the amendment or deletion of my data.

Your data is held in the UK.

Your data will not be transferred outside the EU without your consent.

Your data will only be used for the purposes of application & contacting you in regard to courses or modules you have applied for explicitly.

You have the right to ask for the amendment & deletion of your data. (Personal data will be deleted from the website on a regular basis. If you are a Trust member of staff your data may be transferred onto Trust databases & held in accordance with Trust policies for the purpose of recording your Education & Development & may also be used in an anonymous form to record uptake of CPD by area & staff group.

By checking/ticking the 'I accept the Terms & Conditions box' in the online application form on the module page on the website www.swastcpd.co.uk – I have confirmed that I accept the above terms & conditions above for funded Higher Education modules and I will be bound by them.

Please print or save a copy of these terms & conditions for your own reference.