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| CPD Funding Terms & Conditions v.15 |
| **All Courses** •I confirm that, to the best of my knowledge, the information given in this form is 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. |
| **Funded University Modules- 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 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).**  **Date ………………….. MODULE NAME………………………………………… I accept the above terms & conditions above for funded higher education modules Signed ………………………………………………..  Print Name...........................................................** |
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| **Funded Short Courses**     •I understand that if I have to cancel a short course which has been funded by SWAST e.g. PROMPT / Pre-Hospital Burns Treatment / AET, it will be reviewed on an individual basis  taking into consideration any exceptional circumstances.    •If I am unable to transfer my booking to another date at the time of cancellation, or a  replacement cannot be found the following charges will still apply:    **•More than four weeks prior to the start of the course will incur no charge  •Two to four weeks prior to the start of the course will incur a cancellation charge  of 30% of the total course.  •Less than two weeks prior to the start of the course will incur a cancellation charge of 50% of the total course fee  This will be recovered from your monthly salary following a letter of notification.**   If you do not attend a course and have not previously informed us, or are absent from any session, we reserve the right to refuse you training if we feel you will not gain sufficient  knowledge or skill in the time remaining.  In all such cases, the full course fee remains payable. |
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| **Date ………………….. Course Title…………………………………….. I accept the above terms & conditions above for funded short courses   Signed …………………………………………  Print Name ………………………………………………………………..** |
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