

Non-attendance and late cancellation policy for Health and Care Research Wales / partner training courses.

Health and Care Research Wales training courses are offered free of charge to all staff and the public working on or associated with Health and Care Research Wales studies.

If you book and have a confirmed place on one of these courses you agree to the following:

- To attend the course on time and for the duration of the course
- To provide at least seven (7) days' notice in the event you are unable to attend the course
- To contact the training team as soon as possible if you have to cancel your attendance at short notice for any reason

Failure to attend a confirmed place on one of these courses, without giving the necessary notice, will incur a charge to cover part of the costs.

Delegates, or delegates' employers (as appropriate) will be liable for this charge, which is currently £75 per course.

Health and Care Research Wales operates a waiting list for over-subscribed courses, cancelling your place allows it to be offered to someone else.

Cancellation:

To cancel your place on a course please contact the training team on:

Research-training@wales.nhs.uk

Please include:

- Your name*
- Course title*
- Course date*
- Reason for cancelling

*required