

# CONNECTING CLASSROOMS

through Global Learning

## SHARED GROUND – A CPD FOR SCHOOLS ON TEACHING ABOUT MIGRATION

### CANCELLATION POLICY

The Consortium of Development Education Centres (CoDEC) is a specialist network of independent, nonprofit making training organisations. Our aim is to provide high quality, cost-effective professional development services in global learning across England.

In order to achieve this effectively, we provide a professional development cancellation policy our members can apply. The administration and implementation of this policy is at the discretion of the local training provider/Development Education Centre.

### OUR CANCELLATIONS

We understand that cancelling scheduled courses causes inconvenience and disappointment. We do our best to avoid this happening. If we need to rearrange or cancel your course we will contact you in advance with an explanation and outline further options to enable you to access the training at a future time.

Under normal circumstances, we will inform you no less than 7 days before the course start date.

### YOUR CANCELLATIONS

If you are unable to attend or complete your chosen course satisfactorily, as far as possible you will be offered an alternative date or an extended deadline. If this proves impossible, the following fees may need to be applied to protect our member organisations from any financial loss incurred.

**FUNDED COURSES** Although free of charge, to eligible participants, there are significant costs in terms of venue hire, travel, staffing, preparation of course materials and catering to be met. Payment is dependent upon participants attending, acting upon their learning and submitting written evidence of this work. As such failure to attend, and complete the subsequent course requirements, causes significant financial loss to the supplier.

The actual cost per participant for Level 2 is £200 and Level 3 is £300.

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## CANCELLATION FEES

Any cancellations must be communicated with your designated course provider organisation, by email within the timescales below:

- From the time of booking up to 15 days before the course start date - No charge
- 7 days to 14 days before the course start date - 50% of appropriate course fee above charged to the employer
- 1-7 days before the course start date - 75% of the appropriate course fee above charged to the employer
- No notification or non-attendance at the course - 100% of appropriate course fee charged to employer. Substitution with another eligible staff member is acceptable (with prior notification of proposed change) to your course provider - No Charge
- All fees or charges may be waived or reduced in exceptional circumstances at the discretion of the course training provider.

## NON-COMPLETION PENALTY

A charge of up to £50 may be made for course participants failing to complete course assignments, within the time frame agreed with the course deliverer.

If you are struggling to complete the course by the deadline, please do contact your course provider, who should be able to extend the deadline. **WHOLE SCHOOL CPD** If you need to cancel a whole school workshop, our training provider will seek to rearrange your workshop with you. If cancellation is within 2 weeks of the course date we reserve the right to administer a cancellation fee.

For general questions, please contact us at [hello@globallearninglondon.org](mailto:hello@globallearninglondon.org)