**Delegate Fees for East Midlands CPD Courses**

Due to the transition from SY/EM to HEEM, there have been a number of varying prices that delegates are paying for attendance at CPD courses. (These prices will stand for the current booked courses)

Going forward the following process at all venues will be:

(On the assumption that Teas and Coffees are provided at Postgrad Centres under the SLA/LDA agreement)

1. Daytime courses (lunch catering included) = **£10.00 per delegate**
2. Evenings and half day courses (catering not included) = **Free of Charge**
3. Courses that are booked at external venues = **price determined by the cost of the venue and catering required.**
4. Additional materials being required = **price will be determined by the cost of the material required.**

*The above detail may be subject to change if prices are increased.*

**Cancellation Charges for East Midlands CPD Courses**

* If courses are free of charge but delegates fail to attend or cancels within 2 weeks of the course taking place they will be invoiced an admin charge of £20.
* If the course has a fee attached and the delegate fails to attend or cancels within 2 weeks of the course taking place, they will not be refunded their payment.
* Exceptional Circumstances to be determined upon request.

**Cancellation of Courses by HEEM**

* Bookings will be reviewed 4-6 weeks prior to the event and HEEM have the right to cancel courses due to not meeting minimum numbers. All parties will be informed of any such cancellation.