

## Resuscitation Department Cancellation Policy

This Policy applies to all fee paying courses currently run by the Resuscitation Department. Its purpose is to:

- Provide clarity to candidates prior to course enrolment
- Avoid unnecessary loss of training places
- Ensure equality and fairness of all course applicants
- Facilitate structured financial management of courses run by the department

Cancellation Time Frame	Amount Payable
Minimum of 4 weeks prior to the course dates and before course manual has been dispatched	Full Refund
2-4 weeks prior to the course date <b>and</b> manual being dispatched	50% Refund
Less than 2 weeks prior to the course date	No Refund will be issued

Notification of cancellation must be made at the earliest opportunity to the Resuscitation Department by emailing [Resusbookings@nuh.nhs.uk](mailto:Resusbookings@nuh.nhs.uk) or calling ext 76054