



Terms and Conditions for AHUA Development Programmes

Cancellation

- We are unable to offer refunds where a successful applicant chooses to cancel their place on a programme, after we have received their confirmed acceptance. However, an exception may be made if we are able to fill their place from a reserve list, but cannot be guaranteed; this policy reflects the advance cost outlay attached to delivering our programmes. All cancellations should be made in writing.
- On selective programmes, participants are chosen on the basis of ensuring a balance of gender, institution and experience, therefore, in these cases, places cannot be transferred to other members of the same institution.
- No refunds will be made in the event of a participant withdrawing or being absent during the event or programme.
- If a programme includes a residential element and a participant finds they are unable to attend it for any reason, no refund will be given for that element.

Fees and Costs

- Fees will be invoiced in advance of the event and are expected to be settled within the payment terms stated on the invoice.
- Fees do not include costs for travel to and from elements of a programme – participants are expected to make their own arrangements.
- Participants are required to arrange their own travel insurance where necessary; participants will not be covered by the AHUA.
- Should a programme element be postponed or cancelled by the AHUA we will issue a full refund, unless the cause of the postponement or cancellation is outside the control of the Association and is classed as a ‘force majeure’ such as a weather or health incident.
- Should a programme element be postponed or cancelled, or the venue changed, the AHUA will not be responsible for and will not reimburse any expenses (eg travel or overnight accommodation) incurred by participants in the lead up to the event.

Data protection

- If taking part in an AHUA programme, you are agreeing that we may use your data for the following purposes:
 1. We will use your contact details to send you information relating to the programme you have booked and to request feedback.
 2. We may publish your contact details to the members of your participant group as part of the information distributed prior to or at the event you have booked.
- Except in connection with the activities described above or where required to do so by law, we will not disclose your data to third parties without your permission.