



# Terms and Conditions for AHUA Development Programmes

## Cancellation and Re-registration

- A participant may cancel her/his booking up to 8 weeks before the start date of the first element of a programme and a full credit will be offered. No credits will be available for cancellations made less than 8 weeks before the start of the first element. All cancellations should be made in writing.
- Participants are chosen on the basis of ensuring a balance of gender, institution and experience on a programme, therefore 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 participant cannot attend the residential element, for whatever reason, they will not be able to continue on the programme. No refund will be available.

## 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.