



## MPLS Researcher Training Courses: Terms and Conditions

When you apply for a place on one of our courses your registration will be acknowledged by email. Your place will be confirmed and you will receive joining instructions 1-2 weeks before the course. If when you register the course is full, you will be put on a waiting list and advised if a place becomes available.

You will be asked to reply to the joining instructions email to confirm that you will be attending the course. If we have not received this reply 48 hours before the course start time, we will assume that you no longer wish to attend and will offer your place to someone on the waiting list. If this happens and you subsequently arrive to attend the course, you may be refused entry.

By accepting a place on a course you are agreeing to attend, to arrive punctually and to stay for the whole duration of the course. If a course consists of multiple workshops or classes you are agreeing to attend all of them.

If you find you are unable to attend a course for which you have registered / been offered a place, it is essential that you advise us so that your place can be offered to someone else. If you repeatedly register for and then **do not** attend courses without advising us in advance, then after three such non-attendances you will be barred from registering from further divisional courses and your department will be advised. Regular reports of non-attendance, naming individuals, will be sent to departments and closely monitored.