

## **MPLS Researcher Training Courses: Terms and Conditions**

When you register 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.

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 at least three days 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, are sent to departments and closely monitored.