

### **CoMPaSs Cancellation Policy**

We are lucky to have such a committed faculty who make CoMPaSs a success.

It is important that trainees show equal commitment as well as professional courtesy.

Please respect the following cancellation policy:

#### **Up to 6 weeks before the course**

You can cancel your place on Max Course.

#### **4-6 weeks prior to the course**

You will need to email the course director to cancel your place. You will not be able to cancel on Max Course.

#### **Cancelling with less than 4 weeks' notice or failure to attend on the day**

Failure to provide a reasonable explanation will lead to your TPD being notified.

#### **Additional Information**

6 weeks before the course all candidates will be emailed a pre course form which needs to be returned confirming that you are available for the course with study leave confirmed already. **Failure to return the pre course form within a reasonable time frame (4 weeks prior to the start of course) will lead you being removed from the course and losing your place.**

This policy is in place to maximise opportunity for yourself and colleagues and avoid places on the course getting wasted.