**Booking terms & conditions**

Course fees

Course fees are inclusive of in-person course tuition and course materials.

Booking process

Please complete the online registration form. A confirmation message at the end will confirm that your form has been correctly submitted. Please note that the system does not send an automatic email acknowledgement. You will be contacted by the course administrator with further details within 5 working days.

Please be aware that all bookings are provisional until payment of the course fee. Payments are requested by credit or debit card through the University online shop, details of how to make payment will be sent to you when your provisional booking is confirmed.

**Please note**if you have selected a reduced fee rate you may be asked for proof of eligibility.

Cancellations and substitutions

You can make substitutions at no charge, provided we are notified in writing no less than three weeks before the first day of the course. After that date, there will be an administration charge of 10% of the course fees.

Cancellations must be received in writing no later than three weeks before the first day of the course and will be subject to an administration charge of 15% of the course fees.

If you cancel after this time and we cannot fill your place you will be liable for the full course fee. It is not possible to transfer bookings to a later course.

In the unlikely event that the course is cancelled, our liability is limited to refunding course fees only.

Contact

For further information on any aspect of the booking process please contact the course administrator.

**Email:** mpes-admin@bristol.ac.uk