

What is RCSEd's course cancellation policy?

Q. What happens if RCSEd cancels a course I am booked on?

A. On occasion, RCSEd may need to cancel a course, for example if we are affected by an event out with our control or if it is not financially viable for us to deliver the course. If we do need to cancel, we will let you know as soon as possible and provide you with a full refund of course fees paid.

RCSEd shall incur no further liability (eg. travel or accommodation costs). You may wish to consider taking out appropriate travel insurance for any non-refundable costs you may incur when arranging to attend the course.

Q. What happens if I need to cancel my place on a course I am booked?

A. If you cancel your place more than four weeks before the event date, you will incur an administration fee of 10% (or £50, whichever is greater) of the total course fee. NB: For course fees £250 and under, the cancellation fee is £30)

If you cancel your place less than four weeks before the course date, once the course has started, or you do not notify us, the total course fee will be charged, and no refund will be given.

Please also note that you cannot transfer your place on a Course to someone else. This is because many of our courses have a waiting list, and we have an obligation to honour this.

Q. Can I cancel a course booking online?

A. NO, cancellations must be made directly with the education team by email (education@rcsed.ac.uk).

Q. Can I transfer to another date for the same course?

A. YES, you can transfer to another date by contacting the Education section directly (education@rcsed.ac.uk). Please note that you can **transfer only once** and transfers can only be made if **more than 4 weeks prior to the start of the course**, without incurring additional costs. Should you cancel again, no refund shall be given.

Should you have any further questions, the Education Team can be contacted on **0131 527 1600** or by email to education@rcsed.ac.uk.