

# AMCIS Admissions Continuous Professional Development Workshops 2024 - 2025

## Terms and Conditions

### ACKNOWLEDGMENT

We will acknowledge your booking form by email. Forms are usually processed Wednesday/Thursday/Friday.

**AMCIS reserves the right to close bookings early if a course becomes fully booked.**

### PAYMENT

An invoice will be issued at the time of booking. Payment will be required within 30 days of the date of invoice or before the event, which is soonest.

**IMPORTANT: Please note that you will not receive the joining details to access the event until payment has been received.**

### CANCELLATION

All cancellations must be received in writing and emailed to [melissa@amcis.co.uk](mailto:melissa@amcis.co.uk). Although the workshops are held online, delegate places are limited therefore there may be someone on a waiting list who would welcome the chance to take your place. Cancellations received 30 working days before the relevant CPD workshop commences will receive a full refund. If a booking is cancelled after this date, or if the delegate fails to attend for any reason, the fee must be paid in full.

**If you do wish to transfer your registration to another member of staff within your School, please inform the AMCIS office at your earliest convenience.**

### MEMBERSHIP

School Members - The discounted price applies to AMCIS school members only. Non-school members wishing to receive the members discount must join AMCIS for the 2024/2025 academic year.

Please note that the Admissions workshops are not available to AMCIS corporate members, Non-corporate members or those working with a school on a consultancy basis.

### **CANCELLATION OR CHANGES OF COURSES BY AMCIS**

Every effort will be made to adhere closely to the descriptions of the workshops, although AMCIS reserves the right to make reasonable alterations to the workshops' content at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund.

### **CERTIFICATE OF ATTENDANCE**

Each workshop has an assignment attached to it that is optional to complete. An electronic Certificate of Attendance will be issued to all delegates after they have attended an individual workshop. A hard copy is available upon request.

### **YOUR PRIVACY**

Any information collected from the online registration will be processed in accordance with the UK Data Protection Act 2018 and General Data Protection Regulation (GDPR) and may be used for the provision of any further relevant information and demographic analysis. AMCIS does not share delegates' personal information with third parties without your permission.