

Terms and Conditions for CPD

Cancellation and Refunds Policy

If we need to cancel:

We reserve the right to cancel advertised courses with minimal notice. Whilst we will make every effort to notify participants promptly of any changes, we cannot accept responsibility for any costs incurred due to cancelled or postponed courses, including travel and accommodation arrangements.

If you need to cancel:

Participants can cancel a booking by providing notice in writing via email to:
socialchangehub@sussex.ac.uk

A reasonable administration fee may be applied to cancellations made up to 10 days prior to the course start date. Cancellations after this timeframe will result in forfeiture of the full fee:

Timelines	Cancellation Charges/Refund
Written notification to at least 10 days before course commencement	Full price of the ticket
Written notification less than 10 days before course commencement	No amount refundable

This does not affect your statutory rights.

Recording

Use of sound recording equipment is prohibited during the course without the prior written consent of the University.

Data Protection

The administration of courses will involve the processing of personal data of participants. Personal data will be processed in accordance with the UK data protection legislation and the [University's Data Protection Policy](#).

As a participant, we may email you updates, upcoming courses, and relevant services. You'll have the option to unsubscribe from these emails. However, opting out won't affect essential communications regarding your admission or enrolment.

To opt out of non-essential emails, please contact: socialchangehub@sussex.ac.uk

Other

We accept no responsibility for any personal property damage or loss.