

Programme Agreement

1. **BOOKINGS**

For all programmes and networks facilitated by Diverse Association for Professional Learning (DAPL) a place will need to be reserved. If a place is not pre booked you will not be accepted on the day. Bookings will close 7 days prior to the start date, unless otherwise stated.

2. **CANCELLATION CHARGES**

If you are unable to attend an event the following charges will apply:

Less than 7 days prior to the event 100% charges to apply

Less than 14 days prior to the event 75% charges to apply

Less than 28 days prior to the event 50% charges to apply

Cancellation more than 28 days prior to the event will be refundable. If you are able to send another colleague in your place, we will transfer the booking with no administration charge

Non attendance on a programme where a free membership place is being used will be lost.

3. **ACCREDITATION/CERTIFICATE OF ATTENDANCE**

Accreditation/Certificate of Attendance will only be given if ALL sessions are attended.

4. **ATTENDANCE**

Days and cohorts may NOT be changed. It is the delegates school/academy responsibility to ensure that ALL sessions will be attended. If a session is missed, the delegates place on the programme will be cancelled.

5. **PAYMENT TERMS**

Payment to be made to Diverse Association for Professional Learning for contract of support is to be paid in advance of support. All invoices issued by DAPL shall be paid within 30 days of the date of invoice. If we do not receive the funds within 30 days then the DAPL Lead will reallocate your place/s on the programme.