

These terms and conditions apply to all participants on a Common Purpose External Reference Set.

Attendance and courses

- A place on the Common Purpose course is subject to review of the application by the SMT and Regional Directors from Common Purpose, and is not transferable to another individual.
- A participant on a Common Purpose course undertakes to attend the full course.
- If a participant, having started the course, then withdraws from the course for any reason, it is not guaranteed that the participant will be allowed by Common Purpose to resume attendance.
- If a participant misses any part of the course due to absenteeism, this may affect whether Common Purpose confers graduate status upon the participant.
- Common Purpose retains the right to change the advertised agenda for a Common Purpose course or event without notice to the participants.
- Common Purpose will make every effort to give participants reasonable notice in advance if the venue for an event is changed.

Conduct during the course

- When booking and paying for a Common Purpose course or event venue, Common Purpose is acting as an agent on the participants' behalf. Participants will be subject to the terms and conditions of the venue.
- It is the participant's responsibility to ensure that while attending the Common Purpose course and while on any third party premises he or she does not behave in an improper or disorderly manner or in a way which risks or causes damage to property, or in a way which is in breach of the terms and conditions of those premises.
- In the event of such improper behaviour, Common Purpose will have the right to require the participant to withdraw from the course. In such circumstances, Common Purpose will be entitled to retain the course fee.
- The participant will also be liable to indemnify Common Purpose for any expenses or other liability it incurs or suffers as a result of any such improper behaviour.
- All participants are expected to abide by the Common Purpose Conventions (see www.commonpurpose.org.uk).

Payment terms

- Attendance on a Common Purpose course is conditional on receipt in full of the course fee by Common Purpose prior to the start of the course. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.)
- Payment terms are 14 days from the date of invoice. The invoice will be issued as soon as the participant has been accepted on the course.
- The person who has signed the application form agrees to these terms and conditions, and has the authority to do so. In the event he/she is not so authorised, he/she will be personally liable for payment of the agreed fee.

Cancellation and refunds

Notice of cancellation must be received in writing by post or by fax and is subject to the following terms:

- where notice of cancellation is received fewer than 30 days prior to the first day of the course, the payer will be liable for 100% of the course fee.
- where notice of cancellation is received between 30 and 56 days prior to the first day of the course, the payer will be liable for 50% of the course fee
- where notice of cancellation is received more than 56 days prior to the first day of the course, Common Purpose will make a full refund of the fee paid

No refund of fees will be made for absence due to illness or for withdrawal during the course for any reason.

Re-registration Policy

- It is at Common Purpose's discretion to agree with the participant the hours/days required to complete the course (e.g. attending the balance of events, or re-starting the course in its entirety) in order to be able to achieve graduate status.
- Participants wishing to defer their place and re-register under this policy will be required to complete a short re-registration form outlining the circumstances and context of their request.
- The participant's re-registration form will be considered by the Common Purpose's SMT and Regional Directors, using the application criteria. Common Purpose cannot guarantee that an application to defer and re-register will be successful.
- In cases where a participant wishes to defer their place before the course they have been originally accepted onto has even started, the re-registration fee policy only applies where the request is received fewer than 30 days prior to the first day of the course (hence the full fee for the original course is due in full).
- Participants can only defer and re-register a course of the same type. Requests to defer and re-register onto a different course may incur a high fee.
- The 15% re-registration fee can be waived in exceptional circumstances at Common Purpose's discretion.

Data protection

Common Purpose is the data controller for the purposes of the Data Protection Act 1998. If you have queries relating to the use of your data, please email info@commonpurpose.org.uk

If accepted as a participant on a Common Purpose course, you are agreeing that Common Purpose may use your data for the following purposes:

- we will use your contact details to send you information relating to the course and to request feedback
- we may publish your name, job title, employer organisation and course attended as part of our promotional materials.
- we may also use your contact details to send you information about other courses and activities we offer. (*You may opt out during the application process*)
- we may publish your contact details to the members of your participant group as part of the information distributed prior to the course. (*You may opt out during the application process*)
- we may publish your contact details including email address to graduates of Common Purpose worldwide and to members of the Common Purpose advisory groups in the Common Purpose graduate directory. (*You may opt out during the application process*)

Except in connection with the activities described above or where required to do so by law, we will not disclose your data to third parties without your permission.

Common Purpose takes all reasonable precautions to prevent the loss, misuse or alteration of your data.