

# Professional learning agreement

## **PROFESSIONAL LEARNING AGREEMENT**

### **1. BOOKINGS**

For all programmes facilitated by Diverse Association a place will need to be confirmed. If a place is not pre-booked you will not be accepted on the day. Bookings will close 5 working 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 will be made to Diverse Association for Professional Learning. All invoices issued by Diverse Association for Professional Learning, shall be paid within 30 days of the date of invoice.