BSCB: CHARGING/CANCELLATION POLICY 2018 – 2019 (courses 1st Apr – 31st Dec 2018)

Training / Course:	Charges for agencies & organisations directly contributing financially to the BSCB (as set out on the application form)	Voluntary/Charity services (VCS) in Buckinghamshire	Charges for non-contributing organisations (Education, Independent, private & commissioned services)
	NB: If you are unsure of which of the above applies to you - refer to your line manager/organisation for guidance in the first instance.		
	COST OF TRAINING (per delegate) Please refer to the BSCB application form for methods of payment		
Family Outcomes Star Assessment Tool / Graded Care Profile 2 Assessment Tool	**NO charge**	**NO charge**	**NO charge**
All other BSCB courses	**NO charge**	**£60.00 per day / £30.00 half day or less**	**£120.00 per day / £60.00 half day or less**
ALL BSCB courses	**COST TO CHANGE DELEGATE**		
	NO CHARGE for eligible delegate (new application form to be submitted to the BSCB)	**NO ADDITIONAL CHARGE for eligible delegate (new application form to be submitted to the BSCB)**	**NO ADDITIONAL CHARGE for eligible delegate (new application form to be submitted to the BSCB)**
	COST OF CANCELLATION more than 10 working days before the start date of the course		
	NO charge	**NO charge**	**NO charge**
	COST OF NON-ATTENDANCE or CANCELLATION 10 working days or less before the start date of the course		
	£120.00 per day £60.00 half day or less charges apply, irrespective of the reason	**£60.00 per day / £30.00 half day or less / Loss of payment** charges apply, irrespective of the reason	**£120.00 per day / £60.00 half day or less / Loss of payment** charges apply, irrespective of the reason

Additional information:
- **Once you have applied for and receive confirmation that a place has been reserved for you on a BSCB Multi-Agency training course, please ensure you keep to this commitment.**
- **If however your circumstances change - you must notify the BSCB Training Team immediately.**
- **See the above re: charges which will apply post booking.**