

BSCB: CHARGING/CANCELLATION POLICY 2018 – 2019 (Courses from 1st January 2019 made via the BSCB online booking system)

Please ensure you have read the BSCB Terms & Conditions

Training / Course:	Charges for agencies & organisations directly contributing financially to the BSCB	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)		
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
	COST TO CHANGE DELEGATE NB: To change a delegate – please refer to the BSCB Terms & Conditions for actions required		
	NO CHARGE for eligible delegate	NO ADDITIONAL CHARGE for eligible delegate	NO ADDITIONAL CHARGE for eligible delegate
	COST OF CANCELLATION more than 10 working days before the start date of the course		
<u>ALL</u> BSCB courses	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

Once you have booked a place on a BSCB Multi-Agency training course, please ensure you keep to this commitment. This can be viewed in your Bookings and History section of the online booking system.