

DENTAL POSTGRADUATE SECTION TERMS & CONDITIONS

FEES

NHS PRACTITIONERS

The majority of continuing education and training Courses or Events are subsidised wholly or partly by the Welsh Government to enable the delivery of continuing professional development (CPD) to dental professionals (dentists and dental care professionals (DCPs) working under an NHS contract in Wales. Charges may be applied to Courses/Events where applicable and at the discretion of the Dental Section.

Priority on courses is given to dental professionals who live or work in (NHS) Wales. Administrators will determine if places are available for dental professionals from outside Wales when the closing date for the course is due.

NON-NHS PRACTITIONERS

Dental Professionals who are not practising under NHS terms of service are still entitled to attend all Courses/Events organised by the Dental Section (of the Wales Deanery). However, a fee for attending will apply and priority will be given to NHS practitioners.

Please check with your Postgraduate Centre for availability before applying.

Fees for NHS and Non-NHS practitioners are displayed below:

NHS DCPS & DENTISTS

The Dental Section tries to keep costs to dental professionals to a minimum however there will be charges/ course fees applied to some courses. Please check with the course organiser or administrator and/or refer to information on the course booking system.

NON-NHS DCPS

In addition to any stated course fees (please see above)

- £25 Half a day/ evening
- £50 All Day
- £100 All Day [Hands-on, dental clinical simulation]

Non-NHS Dentists

In addition to any stated course fees (please see above)

- £50 Half a day/ evening
- £100 All Day
- £200 All Day [Hands-on, dental clinical simulation]

REGISTRATION POLICY

Registration fees include access to events, and lunch and refreshments where these are provided. Fees do not include travel to or from the Course/Event.

By enrolling on a course with the Dental Section you are agreeing to the following terms and conditions:

- In enrolling for the course you are confirming that you have received enough information and are satisfied that the Course/Event you have chosen is suitable for your needs, abilities, circumstances and requirements
- In return, the Dental Section will deliver the relevant Course/Event as stipulated in the Course/Event's stated learning outcomes
- Through registering for a Course or Event, applicants are deemed to have accepted the Terms and Conditions.

Where required, payment must be received prior to the Course/Event to reserve your place.

You will need to apply before the closing date of the Course/Event, which is normally one week in advance. Applications received after the closing date will be considered on a case by case basis.

You will receive a confirmation email that your place on a Course or at an Event is secured.

If payment is made, you will also receive confirmation that this has been made.

Course/events have a limited number of places. Once the Course/Event is full your name will be added to a waiting list. If delegates withdraw from a Course/ Event, a place will be offered to the next person on the waiting list.

CANCELLATION POLICY

CANCELLATION BY THE DENTAL SECTION

In the unlikely situation of a Course/ Event being cancelled / postponed, the relevant Administrator will inform all booked delegates at the earliest time possible. If it is a case of postponement, you will be informed of the new date. If the date is inconvenient for you, any payment of the Course/Event will be fully refunded, following receipt of the reasons for your inability to attend.

A minimum enrolment is necessary to make each Course/Event viable. If, because of low enrolment or any other reason, a Course/Event is cancelled, the Dental Section will make every reasonable effort to give registered delegates as much notice as possible. The Dental Section's maximum liability will be limited to a refund of the Course/Event **only**. The Dental Section will not accept liability for any additional costs or loss incurred by delegates or organizations which are claimed to have arisen through Course/Event cancellation. The Dental Section reserves the right to vary arrangements for the delivery of programmes for Courses or Events, such as the venue or the lecturer. In such cases, the Dental Section will make reasonable efforts to inform delegates in advance.

CANCELLATION BY DELEGATE

WHAT HAPPENS IF YOU NEED TO CANCEL AN EVENT BOOKING?

You need to advise the relevant Administrator as soon as possible if you are unable to attend an event. Advance notification will allow us to re-allocate the place appropriately as there is normally a waiting list for events.

The final deadline for notification is midday the last working day before the Course or Event (i.e. the day before an event held between Tuesday and Friday or the Friday before an event held on the following Monday).

This deadline is the latest point that the Dental Section can work to fill the place (e.g. if there is a waiting list) OR is the last point at which we could possibly cancel a Course/Event if it was no longer viable.

WHAT HAPPENS IF I CAN'T ATTEND DUE TO EXTENUATING CIRCUMSTANCES?

Full details of extenuating circumstances must be notified to the relevant Administrator as soon as possible after the deadline or the Course or Event and not later than within 10 working days. The decision on a refund will be at the discretion of the Director, Postgraduate Dental Education in Wales.

WHAT HAPPENS IF YOU FAIL TO ATTEND OR ADVISE OF NON-ATTENDANCE?

A letter will be sent to you advising of your non-attendance.

Those who fail to attend on more than one occasion will be declined the opportunity of booking future Dental Section Courses or Events until corresponding with the local tutor or administrator to mitigate the non-attendance. In such cases we would expect to receive an explanation at the earliest opportunity to determine how the situation can be resolved to the satisfaction of both parties.

PRIVACY

When you book on a course/ event, you submit personal details including your Forename, Surname, E-mail address, Mailing details, work details and a 'Password' (if using online system). You are responsible for keeping your 'Password' secure and must not disclose it to any other person.

Note: If you suspect that your 'Password' has been disclosed, you must log into your account and change your 'Password' without delay.

All your personal details will be treated confidentially. The data is held on a secure server and Dental Section, Wales Deanery, Cardiff University will observe all applicable UK Data Protection Legislation.

Your personal information will only be used for the following functions:

- to process your bookings
- to correspond with you about your booking / attendance
- to send you information about upcoming course/events and / or any updates done to the Dental Section Course Booking System
- to send you reminders about your booked events.

COURSE INFORMATION

Information about the Course/Event, such as Learning Outcomes, directions to the Venue and in some cases parking instructions/restrictions will be made available to you prior to event, either electronically or by mail.

This is why your personal details must be kept up to date at all times.