

## BSCP: CHARGING/CANCELLATION POLICY 2019 – 2020

Please ensure you have read the BSCP Terms & Conditions, as detailed on our website

Training Course / Event:	Charges for agencies & organisations directly contributing financially to the BSCP	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.		
	<b>COST (per delegate)</b>		
Family Outcomes Star Assessment Tool / Graded Care Profile 2 Assessment Tool	NO charge	NO charge	NO charge
All other BSCP courses/events – unless otherwise stated in the event details	NO charge	£60.00 per day / £30.00 half day or less	£120.00 per day / £60.00 half day or less
	<b>COST TO CHANGE DELEGATE</b> NB: To change a delegate – please refer to the BSCP Terms & Conditions for actions required		
	NO CHARGE for eligible delegate	NO ADDITIONAL CHARGE for eligible delegate	NO ADDITIONAL CHARGE for eligible delegate
	<b>COST OF CANCELLATION</b> <u>more than 10 working days before the start date of the training</u>		
ALL BSCP courses/events – unless otherwise stated in the event details	NO charge	NO charge	NO charge
	<b>COST OF NON-ATTENDANCE or CANCELLATION</b> <u>10 working days or less before the start date of the training</u>		
	£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 BSCP course/event, please ensure you keep to this commitment. Your bookings can be viewed on the Bookings & History page of your User Account on the online booking system.