

Communications to students at HEI application process

Conditions of CWD

I confirm that in applying for a module or masterclass funded by Health Education England (HEE) I understand and accept:

- This course is not free and has been paid for by HEE.
- I have shared with my line manager all required course dates and have their approval to attend.
- I have duly completed all my organisation's study leave processes, if not I may be liable for the cost of the course.
- I have completed all required statutory and mandatory training.
- If I do not respond to an offer of a place on my chosen course/module within three week the offer will be retracted, I will lose the place and I will have to restart the process of applying for study leave.
- I may be liable for the cost of the course (£350 per 10 credits or £100 per day's masterclass) if I:
 - cancel my place within six weeks of the course start date;
 - fail to attend;
 - fail to complete;
 - Fail to submit any required assignment within the agreed timescales.
- If I fail the course more than once I will not be eligible to retake the course via HEE's contract and will have to seek alternative funding.
- I am expected to complete and submit my evaluation and feedback on the course on request.
- Personal data that I provide to the university and information around my academic achievements will be disclosed to HEE as education commissioner and my employer. This will be used to monitor course completions, success and withdrawal rates and to inform how courses are commissioned in the future. All data is treated as confidential and is held and transferred securely.