

Kent Music – CPD Terms and Conditions 2023-24

These Terms & Conditions relate to all courses and training sessions run by Kent Music only.

Delegates should pre-book an event/course place themselves or via their CPD leader. All people attending an event must be in receipt of a confirmed place notification from the Kent Music team prior to attending. Failure to pre-book your place could result in you being turned away or charged.

Cancellation policy

As a charitable organisation, our aim is to provide schools and teachers with free or low-cost training opportunities using our available funding wherever possible. However, when participants or organisations do not attend, attend without prior booking, or fail to cancel within a specified timeframe, costs are incurred that could have been utilised by others.

This has ultimately put us in the positions where we must introduce charges for these situations. This is crucial for us to ensure the efficient and fair utilisation of our resources, allowing us to continue offering valuable training and music education opportunities to as many individuals as possible.

By implementing these charges, we strive to maintain the sustainability of our programmes and maximise the positive impact within the education community. Your understanding and cooperation are greatly appreciated as we continue to support schools and teachers through our valuable training sessions.

Our cancellation policy and associated charges apply to any applicant not attending, who does not arrive for an event/course for which a confirmed place has been allocated to them or where they have cancelled their place within the timescales detailed in the cancellation policy below.

Cancellations will only be accepted via email to schools@kent-music.com.

Online Funded Courses:

Cancellations received within 48 hours (not including non-working days) of the course start date or non-attendance for any reason, will result in a £10 fee.

Face-to-face Funded Events:

Delegate cancels 48 hours (not including non-working days) or less prior to the event start date or fails to attend will incur a fee of £15.

Kent Music Conference:

Delegate cancels 14 days or less prior to the event start date or fails to attend will incur a fee of £35. Delegates attending an event/course without proof of a confirmed place will incur a fee of £35.

Face-to-face Chargeable Events:

Applicant cancels 15 days or more prior to the event date - No Charge.

Applicant cancels 14 days or less prior to event start date or fails to attend - Full event/course fee.

Delegates attending an event/course without proof of a confirmed place will incur an administration fee of £15 in addition to the full event cost.

Any charges incurred through late cancellation or non-attendance will be sent via invoice no later than 14 days after the event has taken place.