

**Dental Team Education Centre  
Kings College Hospital NHS Foundation Trust**

**Extenuating Circumstances Refund Request form**

By completing your application for a course and making a payment (whether in full or in instalments), you agree to the following Terms and Conditions. We acknowledge that sometimes there is a need to cancel your enrolment from a course/training workshop. If you cannot attend, or no longer require a place, please provide notices of cancellation at least 6 weeks prior to the start of the course.

- Cancellations received 6 weeks or more prior to the course/seminar start date will be refunded the fee you have paid less an administration fee of £50.
- Cancellations received less than 6 weeks prior to the course/seminar start date will not be eligible for a refund.
- Refunds may, however, be considered where there are extenuating circumstances (global pandemic or where clinical activity is greatly reduced at point of application) may be considered. If you consider your cancellation to be due to extenuating circumstances please complete this form and submit by email to [carolwhite5@nhs.net](mailto:carolwhite5@nhs.net). Where cancellations due to extenuating circumstances are accepted a full refund, minus a £50 administration fee, will be made.
- **Refunds will only be made to Payee only.**

**To be completed by applicant:**

Name		Date of Request	
Course		Fees Paid	
Reason for Refund			
Address for Refund			
Signature			

**For Office Use Only:**

Date of Cancellation		Date of action	
Total Amount of Refund		Actioned by	
Notes:			

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