



Biology Executive Education Course – Registration and Cancellation Policy

1. Registration policy

Eligibility

Participation in Executive Education course is open to professionals who meet the course's stated prerequisites and whose applications are approved by the course team.

Registration confirmation

A participant's place in the course is confirmed only after:

- A completed registration form is submitted, and
- Full payment or an approved purchase order is received.

Registrations are processed on a first-come, first-served basis. Spaces are limited.

Payment terms

- Payment is due no later than 30 days before the course start date.
- Participants registering within 14 days of the course start date must provide immediate payment or approved proof of sponsorship.

Payment method via the booking form with either

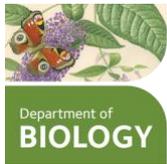
- Credit card
- Invoice

2. Cancellation policy

Participant-initiated cancellations

Cancellations must be submitted in writing (email accepted). The following terms apply:

Time before course start	Refund / fee
More than 30 days	100% refund
30 days	50% refund
14 days or fewer	No refund (full fee applies)



Substitutions

You may substitute another eligible participant from the same organisation at no additional cost, up to 14 days before the program start date.

3. Course changes and cancellations

The institution reserves the right to:

- Cancel or reschedule a course,
- Change instructors or course content,
- Adjust delivery format (e.g., in-person to online) when necessary.

If the course is cancelled by the provider:

- Participants may choose a full refund or transfer to a future session at no cost.
- The institution is not responsible for travel, accommodation, or other related expenses.

4. Data and privacy

By registering, participants consent to:

- The processing of personal data for enrolment and course administration,
- Communication regarding course updates, logistics, and learning materials.

Please see here for the University of Oxford [privacy policy](#)