

# AMCIS Diploma in School Admissions Management 2021 - 2022

## Terms and Conditions

### ACKNOWLEDGMENT

We will acknowledge your booking form by email. Forms are usually processed Wednesday/Thursday/Friday.

### PAYMENT

An invoice will be issued at the time of booking. Payment will be required within 30 days of the date of invoice or before the event, which is soonest.

**IMPORTANT: Please note that you will not receive the joining details to access the event until payment has been received.**

### CANCELLATION

All cancellations must be received in writing and emailed to [melissa@amcis.co.uk](mailto:melissa@amcis.co.uk). Although the event is held online, delegate places are limited therefore there may be someone on a waiting list who would welcome the chance to take your place. Cancellations received 30 working days before the Diploma in School Admissions Management course commences will receive a full refund. If a booking is cancelled after this date, or if the delegate fails to attend for any reason, the fee must be paid in full.

If you do wish to transfer your registration to another member of staff within your School, please inform the AMCIS office at your earliest convenience.

### MEMBERSHIP

School Members - The discounted price applies to AMCIS members only. Non-members wishing to receive the members discount must join AMCIS for the 2021/2022 academic year.

### CANCELLATION OR CHANGES OF COURSES BY AMCIS

Every effort will be made to adhere closely to the descriptions of the courses, although AMCIS reserves the right to make reasonable alterations to the courses' content at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund.

### AWARD OF THE AMCIS DIPLOMA IN SCHOOL ADMISSIONS MANAGEMENT

To be awarded the AMCIS Diploma in School Admissions Management, delegates must attend the relevant courses in their entirety and submit assignments on time and which satisfy the relevant assessment criteria, which will be explained in advance. Delegates whose assignments are not deemed satisfactory by the assessors will be offered one opportunity to revise and resubmit their assignment.

**Please note that Part 1 and Part 2 of the Diploma in School Admissions Management must be completed in their entirety (including submission and passing of the relevant assignments) within two academic years to be awarded with the Diploma in School Admissions Management.**

#### **YOUR PRIVACY**

Any information collected from the online registration will be processed in accordance with the UK Data Protection Act 2018 and General Data Protection Regulation (GDPR) and may be used for the provision of any further relevant information and demographic analysis. AMCIS does not share delegates' personal information with third parties without your permission.