

## P3C Terms and Conditions

The following information is intended to provide you with information on the fees for the programme and payment methods available.

1. **Deposit**

A non-refundable deposit of £750.00 is required on submission of all applications. No invoice will be issued but a receipt can be produced if requested. Applications will not be considered if the deposit has not been received. The deposit will be deducted from the final sum due. Should you withdraw your application the deposit will not be refunded.

2. **Unsuccessful applications**

The Institute reserves the right to decline applications for any reason. If the Institute declines the application the deposit will be refunded.

3. **Date for applications**

Applications will be accepted from 4<sup>th</sup> May 2010 until 13<sup>th</sup> September 2010 or until the programme is fully subscribed.

4. **Programme fees**

The programme fee for the P3C 2010 -11, is £7,800. This includes the residential component (3 days and 2 nights x 1 module; and 2 days and 1 night x 4 modules) during each module.

5. **Payment**

Full payment (less deposit paid) should be made in full at least one month prior to the start of the programme by UK sterling cheque (made payable to The Tavistock Institute), bank transfer or credit card (subject to a 2-4% transaction fee, depending on credit card used).

6. **Accommodation**

The P3C programme is a residential programme taking place at Branksome Place. Programme fees cover the delegate package at the venue, which includes one night's bed and breakfast in an en-suite single occupancy room, use of specified meeting rooms, free access to wifi and wired Internet throughout the building, buffet lunch on both days and dinner on the evening of the first day. Unlimited tea and coffee are available throughout your stay. Participants are responsible for any other charges incurred and are payable to the venue directly. Credit card details will be taken by the venue on arrival. If you wish to stay at the venue additional nights, you will need to book this directly with Branksome Place

7. **Cancellation & withdrawal from programme charges**

To reflect the fact that the Institute will have incurred administrative expenses and may have turned down potential candidates to the course, cancellations of an accepted place and withdrawals from the programme will be charged 100% of the outstanding fee.