

Greater Manchester Higher Cancellation Policy

Greater Manchester Higher operates the following cancellation policy:

Upon return of your booking form, the host institution will confirm details with you over email.

By submitting a booking form, schools/colleges are agreeing to our cancellation policy which is outlined below.

Greater Manchester Higher reserve the right to charge schools a cancellation fee of up to the full cost of the activity (a maximum of £350 for campus visits and up to £2500 for external projects) where less than 14 days' notice of a cancellation is given. This fee is to cover staffing costs and resources which will already have been booked and purchased.

Once a booking for an activity has been taken the school or college agrees to the following:

PRIOR TO THE EVENT:

- i. To communicate any change in the number of attendees, giving as much notice as possible;
- ii. To return any requests for information needed before an event including number of attendees, monitoring and evaluation data (free school meals, learners who are young carers and learners with disability) and dietary and medical requirements etc.
- iii. To notify the host University if a visit is being cancelled within the time period set out in the cancellation policy.

Contact details:

Greater Manchester Higher
Manchester Metropolitan University
Manchester M15 6BH
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Phone: 0161247 1244
Email: gmhigher@mmu.ac.uk