



TERMS AND CONDITIONS

The Learning and People Development (L&PD) Terms and Conditions apply to all members of staff at St Mary's University who engage in any L&PD initiatives.

- All training sessions must be booked in advance via our Learning Management System, [SMILE](#), unless stated otherwise.
- You must receive approval from your line manager before signing up to a training session.
- You are expected to attend the full duration of the training session.
- Late arrival (more than 15 minutes after the start) may result in being denied entry and marked as a no-show.
- If you are unable to attend a session, please cancel your booking at least 3 days in advance.
- Non-attendance without sufficient notice (at least 3 days) may result in a non-attendance fee of £100 being charged to your department.
- Repeat non-attendance or late cancellations may result in limited access to future training.
- If you cannot attend, a suitable colleague may attend in your place (if appropriate for the session and agreed in advance with L&PD).
- All training materials are the property of the L&PD team and must not be reproduced or distributed without permission.
- The L&PD team reserves the right to cancel or reschedule sessions due to unforeseen circumstances. Notice will be given as early as possible.