

Guidance on Covid related cancellation of AAC(UK) supported training courses



Training courses cover all UK training, courses delivered by WELTbewegend for which the participant receives a grant from AACUK, and AAC(UK) sponsored training on Akademie courses.

Objective

1. To encourage member sign-up to training programmes developed by AAC(UK) (“**the Club**”) for 2021.

Principles

2. In adopting this objective, the Club recognizes the uncertainty that Covid creates and therefore has developed this policy to re-imburse costs incurred should a planned training course be cancelled for Covid related reasons in line with the agreed expenses guidance of the Club.
3. Members who have signed up for a training course will act in a manner that minimizes the cost to the Club of Covid related cancellations (e.g. by agreeing where possible terms that provide 100% refunds for travel and accommodation).

Policy

Cancellation

4. Should a government rule prohibit, or strongly advise against all but essential travel, the Club will not expect its members to travel to participate in the affected training course.
5. In these cases, the Club will act as if the training course has been cancelled even if the provider intends to proceed with the course.
6. The refund policy set out below will apply.
7. If the member, on their own initiative, withdraws from a course without a Government ruling that makes travel impossible, no refunds will be payable and all grants already paid by the Club will need to be re-imbursed.

Refund policy

8. In the event that the course provider does not provide a full refund of the course costs, the Club’s Policy is as follows:
 - a. Any grants paid to the member in relation to the cancelled training course need to be refunded to the Club, less any cancellation fees paid by the member (if fees are less than the grant).
 - a. If the cancellation occurs within 30 days of the beginning of the course, the Club will refund the course fees incurred by the member providing the member has received prior notification from the office to proceed with the payment of the full course fees.
9. The Club will re-imburse non-refundable expenses providing these are:
 - a. deemed reasonable; and
 - b. incurred solely for the purposes of the participating in the training course.
10. A maximum of £200 will be paid for travel related expenses. (members should always seek to claim through their own travel insurance before making a claim through the AAC(UK))