



Viapath Phlebotomy and Cannulation Training Terms & Conditions

General Terms and Conditions

- Participants arriving late will be refused entry onto the course(s)
- Failure of participants to attend the full duration of the event will result in incompleteness of course and relevant certificate not being issued.
- Cancellation fees will apply once a booking request has been placed.
- Students are required to ensure that full payment has been made at the time of booking the course(s); failure to make full payment will result in students being cancelled of the course, and cancellation fees being applied.
- If a training course(s) is cancelled, or is no longer viable to deliver, under any of the following conditions:
 - a. Low intake numbers onto course
 - b. Course cancellation due to unforeseen circumstance (*training department only*)
- Students will be booked onto the next training session date and or an ad-hoc session may be run to accommodate these cancellations.
- Students involved in any personal incident or accident resulting in difficulty, delay or non attendance to the course(s) will be liable for cancellation fees.
- Course(s) and Course dates are non transferable to alternative dates, or courses, and will be liable for cancellation charges.
- Students are required to provide evidence of Hepatitis B, Tetanus, MMR vaccines and immunity (*courses involving clinical sessions only*) through our occupational health clearance form.
- Occupational Health Clearance forms will be sent to students via email upon booking of the course.
- Students who do not have the above vaccines or immunity will not be able to undertake any courses.
- The company will process all DBS and Occupational Health Clearance's forms.
- The company will NOT provide any vaccinations or immunity test as part of the health clearance process. It is the responsibility of students undertaking the course(s) to source, and receive any necessary vaccinations from their GP or other healthcare provider.
- Students are responsible for any cost incurred for sourcing and receiving vaccinations. The company will NOT take responsibility or refund any cost incurred.
- DBS clearance forms and details will be sent to students on successful completion of theory session.
- Students must provide originals and photocopies of relevant documents for DBS clearance purpose (list of required documents will be emailed to students prior to attendance of the course)
- Applications will only be accepted and or processed via our website, applications made by any other means will not be accepted.
- Students are required to undertake and pre course material (if applicable) before the course start date, failure to do so will result in a non attendance / failure to participate and will be liable for cancellation fees.
- The company will NOT provide or cover any cost incurred (travel, childcare, accommodation, ect) for attendance to any parts of the course.
- All and / or Part, Clinical sessions may be cancelled at the discretion of the company and / or due to unforeseen circumstances. The Company will not be liable to refund or pay any cost incurred and / or any part course cost.
- Student must return any ID cards issued by the company at the end of any sessions
- Students must comply with any and all uniform guidelines / policy when undertaking our course(s)

Adult Venepuncture Course Specific Terms and Conditions

- Cancellation fees are as follows:
 - More than 14 working days notice: £150 + VAT will be retained by the company
 - Less than 14 days working days notice and more than 72 hours notice: £300 + VAT will be retained by the company
 - 72 hours notice or less: £462 + VAT will be retained by the company (*No Refund*)
- Part two of our course is optional; however students wishing to receive a certificate of safe to practise or competence are required to undertake some clinical sessions.
- Students undertaking part two of our course are not required to undertake all 100 clinical hours to undertake and assessment.
- Students wishing to receive a certificate of safe to practise will be required to undertake a practical exam and written test.
- All clinical sessions must be pre booked before attendance and are subject to availability.
- All assessments must be pre booked via email and are subject to assessor availability.
- All and / or Part, Clinical sessions may be cancelled at the discretion of the company and / or due to unforeseen circumstances
- If students wish to undertake Part 2 of the course, they must undertake a successful DBS clearance and occupational health clearance.
- Dates and time slots for clinical sessions (part 2) will be made available to students on successful completion of part 1 (theory session) of the course and successful DBS and Occupational Health Clearance.
- Students wishing to undertake clinical sessions (part two) are required to begin these sessions within a maximum of 3-4 months of undertaking the theory session (part one), students who do not uptake the clinical sessions within the specified time period will be required to undertake the full course again and pay full course fees again as per booking process.
- The company reserves the right to terminate any and all clinical sessions as the discretion of the company, with no notification or explanation, to ensure the safety of our staff, patients and sessions, is maintained at all times.
- Students will undertake a period of direct and indirect supervision for clinical sessions, the company reserves the right to terminate these and all further sessions at any point, without notice or explanation.

Paediatric Venepuncture Course Specific Terms and Conditions

- Cancellation fees are as follows:
 - More than 14 working days notice: 35% of course fee + VAT will be retained by the company
 - Less than 14 days working days notice and more than 72 hours notice: 70% of the course fee + VAT will be retained by the company
 - 72 hours notice or less: 100% of the course fee + VAT will be retained by the company (*No Refund*)

Cannulation Course Specific Terms and Conditions

- Cancellation fees are as follows:
 - More than 14 working days notice: 35% of course fee + VAT will be retained by the company
 - Less than 14 days working days notice and more than 72 hours notice: 70% of the course fee + VAT will be retained by the company
 - 72 hours notice or less: 100% of the course fee + VAT will be retained by the company (*No Refund*)
- Students must have undertaken a venepuncture course to prior to undertaking our cannulation course.
- Evidence of venepuncture training must be supplied prior to and or at the attendance of course, failure to do so will result in non entry to the course and will be liable to cancellation fees.