



**Maynooth
University**
National University
of Ireland Maynooth

Learning & Development, HR Course Cancellation Policy

Cancellation Policy for Learning & Development Courses.

All Learning & Development (L&D) courses and seminars are free of charge to employees, however, each place we provide represents a cost to the University, therefore **cancellation fees** may apply.

Before you book your place.

- **Approval for Attendance:** Please note that your manager/Head of Department needs to be aware of any planned absence from your area, please discuss your requirement to attend a seminar or course with them in advance of booking a place.
- Ensure the course is relevant to your needs by reviewing the course outline on the Learning & Development Directory
- Consider workload before booking a place on a seminar or course.

If you are unable to attend a course, you should let L&D know **at least 3 full working days** beforehand by cancelling your place online through the Employee Self-Service (ESS) so that we can attempt to fill your place.

If you need to cancel within 3 working days, you should contact us directly at learning.development@mu.ie as a cancellation fee may apply.

If you do not give sufficient notice (more than 3 working days), €150 may be charged to your department to reimburse the cost of your non-attendance. Extenuating circumstances will be taken into consideration.

The Head of Department will be notified, and the cancellation fee will be taken from the Department budget (within a month).