Course guidelines for enrolled members

Enrolment and Payments
- Enrolment in courses is on a first come first serve basis.
- Enrolment on courses is available to members of Sport and Recreation only. Membership with Sport and Recreation must be valid on the day(s) the course is to run.
- Waiting lists for courses are currently not available.
- Payments must be made in full at time of course enrolment.

Rules of participation
- Course attendees are expected to abide by all rules and guidelines outlined by general membership with Sport and Recreation.

Course cancellation
- Courses may be cancelled by Sport and Recreation on a singular event basis without forewarning due to unforeseen circumstances (such as instructor illness).
- In the event of cancellation Sport & Recreation will provide as much advance warning as possible via email and telephone to participants.
- No partial refund will be made for any singular instance of a course cancellation. Where possible Sport and Recreation will offer an additional course date to compensate for the cancelled instance.
- Refunds for excessive cancellation of singular course events where it is the fault of the service will be made at the discretion of Sport and Recreation.

Discounts
- No discounts are provided for Sport and Recreation courses.

Cancellations and refunds
- Where the individual attending the courses chooses to cancel their enrolment a full refund will be provided only in advance of 7 days before the start date of the course. Afterwards and during the course refunds in partial or full will not be granted where the individual chooses to no longer attend for any reason.
- Refunds will be offered in the form of a Credit Note for use against future payments with Sport and Recreation.
- Requests for cancellation must be submitted in writing to Davie Watt (davie.watt@glasgow.ac.uk) or Greg Sheridan (greg.sheridan@glasgow.ac.uk) and a response received in writing confirming a refund is authorized before a credit note may be claimed from Reception.

13/02/2013

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