

## Concessions Terms and Conditions

1. Concessions and concession codes are non-transferable and **should only be used by the person for whom they are intended. They normally apply to the course fee paid for by the student (i.e. to the element of the course fee that you/the student pay yourself.** For example, it would not apply to the part of the fee covered by external funding such as from Health Education England (HEE) or the fee being paid by your employer).
2. Unless otherwise specified, each code should only be used **once**.
3. Only one code can be used for each course booking. **The use of multiple codes on a single booking is not permitted.**
4. The fee reduction will **normally apply to the cost of a course only (to the fee paid for by the student)** but can also be applied to accommodation depending on the concession and the course.
5. Concession codes **cannot be used in conjunction with a gift voucher.**
6. Concession codes **cannot be used in conjunction with a Bursary.**
7. Concession codes are **normally entered by the customer at the point of booking a course** but can also be applied retrospectively to existing bookings.
8. Student claiming a concession may be required to provide proof of entitlement, either prior to joining or on commencement of the course. Proof of entitlement will vary between concessions:
  1. **Cambridge Alumni discount:** when prompted, upload a copy of your alumni card or recent communication to/from your alumni email address.
  2. **Cambridge University Staff discount:** Enter your University payroll reference number when prompted. **We may check the information you provide with Central HR.**
  3. **ICE State Benefit concession:** Provide or upload a copy of your proof or benefit letter, Universal Credit statement, or equivalent official documentation, when requested. You must be in receipt of the benefit at the time of booking and must receive the benefit for the duration of your course. This concession is only applicable to non-award bearing online and weekend courses, tuition costs only.
9. Individuals who are found to have claimed a concession/discount to which they are not entitled (or are unable to prove their entitlement when requested to do so) **will have this discount removed and will be required to pay the outstanding balance before attending the course.** Anyone deciding not to proceed with the course in the event that they have the discount removed **will not be entitled to a refund and will forfeit all of the monies paid to date.**

10. Concession codes are **time-limited and will automatically expire at the end of their validity period**. Where a code has an expiry date it will stop working at 11:59pm (UK time) on the date stated. As long as the discount has been applied to a completed course booking prior to the expiry date of the promotional code, it will still be honoured.

11. University of Cambridge Professional and Continuing Education (PACE) reserves the right to amend or withdraw concessions at any time.

12. **The Alison Fordham Bursary (for online continuing education)** has the following eligibility criteria:

1. Commitment to education and online learning. Applicants should clearly set out their personal learning motivations. Priority will be given to applicants who are returning to learning after an extended break, those who have not previously engaged with fully online learning, and those seeking to use the online short course as a bridge towards undergraduate award-bearing study.
2. Financial need. Applicants who can demonstrate financial need.
3. Aged 18 or over at the time of application. There is no upper age limit. Applicants may be UK based or international.
4. If the applicant's first language is not English, they must be able to demonstrate good proficiency in English language commensurate with the requirements of higher education.
5. Prior recipients of this bursary would be excluded from additional applications.
6. Applicants will be asked to complete the Alison Fordham Bursary online application, including a personal statement of up to 300 words, outlining their motivations for applying for the course and the bursary.
7. Our online courses run across seven tranches in each academic year (2 in Michaelmas term, 2 in Lent, 2 in Easter and 1 in the summer). A maximum of one Alison Fordham Bursary will be offered for each tranche. Each bursary will provide 50% of the overall tuition fee to the maximum value of £250. At current tuition fee rates the maximum expenditure would be £1,750 per annum.

13. PACE reserves the right to amend or withdraw concessions at any time.

14. Please note the CAMcard concession fee cannot be applied to the following courses:

1. MSt degrees
2. Apprenticeship programmes

3. Postgraduate Certificate/Diploma/Modules in Genomic Medicine/Clinical Medicine/Medical Education
  4. Postgraduate Certificate in Professional Practice in Architecture
  5. Undergraduate Certificate in Coaching
  6. Advanced Diplomas
  7. EdX MicroMasters
  8. Data Science Programme in collaboration with FourthRev
  9. University of Cambridge International Summer Programme
  10. Cambridge Better Futures Programme
15. Please note, the Staff concession fee is not eligible for MSt degrees, Apprenticeship Programmes, the Postgraduate Certificate/Diploma/Modules in Genomic Medicine, the Postgraduate Certificate/Diploma in Healthcare Data, the Postgraduate Certificate in Professional Practice in Architecture, the Undergraduate Certificates/Diploma in Coaching, all Advanced Diplomas, the Pre-University Programme, the EdX MicroMasters, the Data Science Programme in collaboration with FourthRev and the Summer Programme.

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