



NHS
Leadership Academy

Director Programme Terms and Conditions



Director Programme Fees, Terms and Conditions

Applications for the programme require the support of their employing organisation.

By their signature on this form the applicant and the authorised signatory of the employing organisation confirm that they have read and are agreeing to the terms and conditions of this document.

The total cost of the programme and the subsidised cost for NHS organisations are shown below:

Total cost of the programme	£8,000
Subsidised cost for NHS organisations*	£4,500

**please see conditions in clause 2.1 below*

Please complete the information requested and sign in the places provided.

Name of organisation employing the applicant:
Programme duration: 12 months
Group impact days: 4 days within 12 months
Residential element: 1 st residential – 4 days 2 nd residential, the deliberative – 3 days

Applicant name:
Signature:
Date:

Name of authorised signatory for the NHS Organisation/Non-NHS Organisation:
Signature:
Date:

1. By their signature above the authorised signatory for the NHS Organisation confirms:

- 1.1 The applicable programme fee entered above will be due payable upon acceptance by the applicant of a place on the programme. The invoice will be paid in full within 30 days of issue by the Academy.
- 1.2 programme fees cover all programme costs and accommodation for the residential element. Travel and subsistence is not covered and the organisations' own expenses policy will apply.

2. In addition the authorised signatory for the NHS Organisation confirms:

- 2.1 If, having accepted a place, the applicant (i) provides the Academy with more than 6 weeks prior written notice of his/her intention not to start the programme and the Academy is able to find a replacement participant, then the NHS Organisation will not be liable to pay the £4,500 (if that sum has already been paid then the NHS Organisation will receive a full refund) or (ii) (i) provides the Academy with more than 6 weeks prior written notice of his/her intention not to start the programme and the Academy is not able to find a replacement participant, then the NHS Organisation will be liable to pay 10% of the £4,500 (being £450.00), if the NHS Organisation has already paid the £4,500.00 then there will be a 90% refund.
- 2.2 If, having accepted a place, the applicant (i) provides the Academy with less than 6 weeks prior written notice of his/her intention not to start the programme; (ii) and the Academy is able to find a replacement participant, then (as agreed recompense to the Academy for the time and cost to source a replacement at short notice) the NHS Organisation will be eligible for a 75% refund of the £4,500 (being £3,375) (if that sum has not already been paid then the NHS Organisation will be liable to pay the Academy £1,125).
- 2.3 If, having accepted a place, the applicant either; (i) fails to start (and neither of 2.1 or 2.2 above apply); or (ii) fails to complete the programme for any reason whatsoever (other than for a reason that the Academy (in its absolute discretion) determines is an extenuating circumstance), the NHS Organisation will remain liable to pay the Academy the £4,500 and a further sum of £3,500 (being the difference between the full cost and the subsidised cost) against the Academy's invoice therefore as agreed recompense to the Academy for subsidising the applicant's place on the programme.

3. By their signature above the applicant confirms that:

- 3.1 If I am from outside of the EU and working in England with a visa, my UK Border Agency clearance covers study as well as work;

- 3.2 I will not share my access to the learning environment, or download, plagiarise or distribute any of the learning materials to anyone;
- 3.3 I will complete the two residential elements in full and the group impact days as part of the programme
- 3.4 I have access to the on-line learning environment to complete the online learning required. I will make the NHS Leadership Academy aware of any accessibility issues I have in this regard so that appropriate support can be found before the programme starts;
- 3.5 I understand that, if I am employed by an NHS Organisation and I move jobs during the programme that:
- a) this does not constitute extenuating circumstance for withdrawal from the programme; and
 - b) I will make my new employer aware before I accept the job offer that I am committed to complete the programme and will require their support to do so;
 - c) I will use my best endeavours to have a new version of this document completed by myself and my new employer's authorised signatory which both acknowledges the payment already made and accepts liability to pay the Academy £3,500 if I fail to complete the programme;
- 3.7 I agree to my personal data (whether supplied by me, collected by the Academy via the application process and from time to time throughout the delivery of the programme) being shared by the Academy with its contracted service providers and the Academy and/or its contracted service providers may share or disclose my personal data to a third party for a specific purpose, for example where the Academy needs to provide a caterer with meal preference information. In addition I agree that my personal data may be routed, stored, or transferred internationally both inside and outside the EU on the understanding that the Academy has sought assurance from its contracted service providers that they have policies in place to ensure an equivalent level of protection is in place as is provided by the Academy; and
- 3.8 I understand that there may be audio recording, filming and / or photography of me, taken whilst on the programme. I agree that the Academy may use pictures (incl photographs), film, audio and video recordings of me made during the programme may be used to showcase the programme including promoting it in the NHS, to Central Government, and to the general public via the Academy's website or other media.