

Academic Accreditation Visit Cancellation and Postponement Policy

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This document forms part of our Management Systems and compliance is mandatory for all staff and contractors. If you find any weaknesses in the document or examples of non-compliance, please report it to the Compliance Team at compliance@bcs.uk

1. Scope

This policy provides guidance on the postponement and cancellation for on-site and remote accreditation visits.

2. Cancellation or Postponement of On-Site Visits

After confirming a date for your on-site accreditation visit it may be necessary for you to request a change or to cancel the visit.

Postponement or cancellation requests must be sent to the Quality and Accreditation Team on qualityandaccreditation@bcs.uk as soon as the need arises.

A postponement or cancellation will incur the following fees:

Notice Period Prior to Visit Date	Fee
Cancellation between 12 and 6 weeks before a visit	£250
Cancellation less than 6 weeks before a visit	£500
Postponement at any point in time	Charges incurred in connection with our expenses (as appropriate)

3. Cancellation or Postponement of Remote Visits

After confirming a date for your remote accreditation visit it may be necessary for you to request a change or to cancel the visit.

Postponement or cancellation requests must be sent to the Quality and Accreditation Team on qualityandaccreditation@bcs.uk as soon as the need arises.

A postponement or cancellation will incur the following fees:

Notice Period Prior to Visit Date	Fee
Cancellation between 12 and 6 weeks before a visit	£100
Cancellation less than 6 weeks before a visit	£150
Postponement less than 48 hours before a visit	£100

4. Review

The Cancellation and Postponement Policy will be reviewed on an annual basis by the Quality and Accreditation Manager to ensure its on-going effectiveness.



For further information please contact:

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