



**Maynooth
University**
National University
of Ireland Maynooth

People Development, HR Course Cancellation Policy

Cancellation Policy for People Development Courses.

All People Development courses and seminars are free of charge to MU staff. 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 [Course Directory](#).
- Consider workload before booking a place on a seminar or course.

If you are unable to attend a course, you should let People Development 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 people.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).