

# Terms and Conditions

## Cancellation Policy

### Course Cancellations

- Programs may be cancelled in the event of insufficient registration or inclement weather.
- In these situations full refunds will be issued to participants who have paid a registration fee. If a program is cancelled because of weather conditions, a recorded message will be available at 434-924-1765 the morning of the course

### UVA Medical Center Employees

- The Medical Center budgets the Life Support Learning Center to provide courses for employees. Departments are not charged for employee's who register and attend courses.
- Employee cancellation more than ten business days before the course date is acceptable.
- Cancellations less than 10 business days will result in non-compliance with cancellation policy and the employee's home department will be charged for the course.
- Managers/Directors/Administrators will receive a monthly summary of those employees subject to billing for non-compliance with course cancellation policy. The department will negotiate re-payment of these fees from employees
- Substitutions may be permitted up to 5 business days prior to the course. No substitutions will be made after that time.

### Non-UVA Medical Center Participants

- If cancellation is received 10 business days or more prior to the course date, the registration fee will be refunded minus a \$25.00 administrative fee.
- If less than 10 business days prior to the course, no refunds will be issued
- Substitutions may be permitted up to 5 business days prior to the course. No substitutions can be made after that time.

### Disclaimer

Upon successful completion of an ACLS, BLS, or PALS Course, participants will receive a provider card. This card indicates that the individual has met the requirements established by the American Heart Association for course completion.

### Accreditation

The University of Virginia School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The University of Virginia School of Medicine designates these continuing medical education activities on an hour for hour basis for category 1 credit towards the American Medical Association's Physician's Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.

The University of Virginia School of Medicine awards 0.1 CEU per contact hour to each non-physician participant who successfully completes this educational activity. The CEU (Continuing Education Unit) is a nationally recognized unit of measure for continuing education and training activities that meet specific educational planning requirements. The University of Virginia School of Medicine maintains a permanent record of participants who have been awarded CEUs.

### **Special Needs**

The 1990 American Disabilities Act requires that all individuals, regardless of their disabilities, have equal access. The Life Support Learning Center is pleased to assist participants with special needs. Written requests should be sent to the Life Support Learning Center at least 14 working days before the course.

**I Agree with the Terms and Conditions**