



Common Purpose Quest Terms and Conditions

These terms and conditions apply to all participants on a Common Purpose Quest.

Attendance:

- A place on a Common Purpose Quest day is subject to written confirmation of the participant's travel and (where relevant) accommodation details.
- A participant on a Common Purpose Quest day undertakes to attend the full duration of the event.
- Common Purpose retains the right to change the advertised agenda for a Common Purpose Quest day without notice to the participants.
- Common Purpose will make every effort to give participants reasonable notice in advance if the destination for a Quest day is changed.

Costs:

- All costs for travel to and from Quest days and any accommodation required will be borne by participants. These costs are in addition to the event fee (all travel, food and materials costs during the Quest day itself will be covered by Common Purpose)
- Participants are required to arrange their own travel insurance where necessary. Participants will not be covered by Common Purpose.

Conduct during the Quest day:

- It is the participant's responsibility to ensure that while attending a Common Purpose Quest and while on any third party premises he or she does not behave in an improper or disorderly manner or in a way which risks or causes damage to property, or in a way which is in breach of the terms and conditions of those premises.
- In the event of such improper behaviour, Common Purpose will have the right to require the participant to withdraw from the Quest day.
- In such circumstances, Common Purpose will be entitled to retain the Quest fee (where relevant).
- The participant will also be liable to indemnify Common Purpose for any expenses or other liability it incurs or suffers as a result of any such improper behaviour.
- All participants are expected to abide by Common Purpose Conventions (www.commonpurpose.org.uk).
- Materials given to participants during the course of the Quest day are the intellectual property of Common Purpose and the contents cannot be reproduced, in full or part, without prior written consent by Common Purpose.

Payment terms:

- Where a participant is already taking part in a Common Purpose course, attendance on a Common Purpose Quest day is conditional on receipt in full of the course fee by Common Purpose prior to the start of the day. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance)
- Where a participant is not taking part in a current Common Purpose course, attendance on a Common Purpose Quest day is conditional on receipt in full of the Quest day fee by Common Purpose prior to the start of the day. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.)
- The person who has signed the application form, or returned the form via email or the internet, agrees to these terms and conditions, and has the authority to do so. In the event that he/she is not so authorised, he/she will be personally liable for payment of the agreed fee.

Cancellation and refunds:

Notice of cancellation of attendance on a Quest day must be received in writing by post or by fax and is subject to the following terms:

- where notice of cancellation is received fewer than 30 days prior to the Quest day, the payer will be liable for 100% of the Quest day fee (where applicable) and 100% of any travel and accommodation costs paid.
- where notice of cancellation is received between 30 and 56 days prior to the Quest, the payer will be liable for 50% of the Quest day fee (where applicable) and 100% of any travel and accommodation costs paid.
- where notice of cancellation is received more than 56 days prior to the Quest day, Common Purpose will make a full refund of the Quest day fee paid (where applicable). The payer will still be liable for 100% of any travel and accommodation costs paid.

No refund of fees or travel and accommodation costs will be made for absence due to illness or for withdrawal during the Quest day for any reason.

Re-registration Policy:

Applicable only to Quest day participants not taking part in a current Common Purpose course

- Participants wishing to defer their place on a Quest day and re-register under this policy will be required to complete a short re-registration form outlining the circumstances and context of their request.
- Participants will be subject to a re-registration fee of 15% of the original cost paid to take part in a Quest day. The 15% fee can be waived in exceptional circumstances at Common Purpose's discretion.
- It is at Common Purpose's discretion to agree with the participant an alternative Quest day.
- Common Purpose cannot guarantee that an application to defer and re-register on an alternative Quest day will be successful.

Data protection:

Common Purpose is the data controller for the purposes of the Data Protection Act 1998. If you have queries relating to the use of your data, email info@commonpurpose.org.uk.

If taking part in a Common Purpose Quest day, you are agreeing that Common Purpose may use your data for the following purposes:

- we will use your contact details to send you information relating to the Quest day and to request feedback
- we may publish your name, job title, employer organisation and event attended as part of our promotional materials.
- we may also use your contact details to send you information about other courses, events and activities we offer. Tick if you do not wish to receive such information:
- we may publish your contact details to the members of your participant group as part of the information distributed prior to the Quest. To opt out, tick here:
- we may publish your contact details including email address to alumni of Common Purpose worldwide and to members of the Common Purpose advisory groups in the Common Purpose graduate directory. To opt out, tick here:

Except in connection with the activities described above or where required to do so by law, we will not disclose your data to third parties without your permission.

Common Purpose takes all reasonable precautions to prevent the loss, misuse or alteration of your data.