

CIPA Introductory Patent Administration Course Policies

In registering for the course, you are agreeing to the course policies on attendance and withdrawal.

Attendance policy

All students **must attend** the introductory face to face session in week 1. Failure to attend, for whatever reason, means the student cannot progress on the course. Thereafter if a student misses three sessions he/she cannot normally access the examination for that course, and will have to undertake and complete the whole course again. CIPA will be notified each week by each venue of people who did not attend a face to face session, and will monitor viewings of the webinars.

Withdrawal policy

Please note it is CIPA policy not to reimburse students for the course once the student has received an email confirming their place on the course. Exceptionally if a student misses the first teaching session, CIPA will refund 50% of the course fee. In signing up for the course, you are agreeing to this policy.