

## **CIPA Introductory Patent Administration Course Policies**

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

### **Attendance policy**

#### **Week one**

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.

In such circumstances, no refund is payable.

#### **The rest of 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. Students' mentors are responsible for ensuring that they view the webinars.

In such circumstances, no refund is payable.

### **Withdrawal policy**

If a candidate withdraws from the course, the fee paid is neither refundable nor transferable after receipt by the candidate of confirmation of registration on the course.