Policy on Cancellation and Notification for Live Courses

On the rare occasion that it may be necessary, Harvard Medical School (HMS) Department of Continuing Education (DCE) may cancel a course, for example due to inclement weather or an unexpected emergency as deemed by the Faculty Dean of Continuing Education or the Executive Director of the Department of Continuing Education. If a course is cancelled prior to the start date, paid registrants will receive a full refund of their tuition. If a course is cancelled during the middle of the course, the refund will be pro-rated per day and disbursed to the registrants. Course Directors may wish to purchase insurance for the course to minimize financial risk. HMS DCE will not be held financially responsible for hotel or airfare or other costs associated with a course. In addition, HMS DCE will not be held financially responsible for any losses incurred by course participants relative to hotel or airfare or other costs due to course cancellation.

HMS DCE staff will contact the appropriate Course Director(s) as soon as a decision is being considered to cancel a course. In addition, HMS DCE staff will attempt to reach registrants via electronic mail and telephone once a decision is made to cancel a course.