

AMEE-ESME Online Terms & Conditions

- The ESME Online registration fee includes:
 - access to Moodle, our online learning platform
 - live and recorded webinars;
 - participation in discussion groups facilitated by a tutor;
 - resource materials;
 - an e-copy of the course textbook '*Essential Skills for a Medical Teacher: an introduction to teaching and learning in medicine*', by Harden & Laidlaw;
 - feedback on submitted assignments;
 - the award of an AMEE-ESME Certificate in Medical Education for successful completion of the course;
 - benefits of AMEE individual membership for those registering at the standard fee:
 - Online access to Medical Teacher;
 - Free membership of [MedEdWorld](#)
 - Discount on conference attendance;
 - Discount on AMEE publications;
 - Discount on AMEE-ESME Online Courses;
 - Option to apply for an AMEE Research Grant;
 - Option to request a letter of support for promotion or tenure;
 - Participate in the business of AMEE and have one vote in the General Assembly
- Participants paying the non-member rate will automatically become AMEE individual members for a period of one year from date of registration.
- AMEE membership is not included for participants who qualify for the Less Well Resourced country rate.

Registration

Registration closes 2 weeks prior to the course start date. All participants must create an AMEE account in order to be enrolled onto the online learning platform. Access to Moodle, MedEdWorld and Medical Teacher will not be issued until full payment is received. Invoices must be paid a minimum of 1 week before the course start date or your place will defer onto the next course.

Cancellation fees

A refund less £50 administration fee will be made for cancellations received in writing not less than 8 weeks before the start of the course. For cancellations within 8 weeks of the start of the course AMEE will make every effort to resell your place on the Course but cannot guarantee a refund will be possible.

Deferment

Requests for deferment to the next available course will be at the discretion of AMEE. Participants granted a deferment to the next course may be required to pay for renewal of their AMEE individual membership in order to gain access membership benefits if it has lapsed in this time.

If permission to defer is granted a deferment fee of £50 will be charged and must be paid 2 weeks prior to the course start date.

A maximum of 1 deferment will be permitted, unless due to extenuating circumstances, after which the full fee will be charged to take the course.

Extenuating circumstances

If participation in the course is affected by extenuating circumstances (for example ill-health, bereavement, or family circumstances), please contact your tutor to discuss possible deferment or withdrawal from the course.

Special Registration Countries

(Defined as countries with a GNI of <\$5,000, according to World Bank website

<http://data.worldbank.org/country>)

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, Comoros, Congo, Cote d'Ivoire, Djibouti, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guinea, Guinea-Bissau, Haiti, Honduras, India, Indonesia, Kenya, Kiribati, Kosovo, Kyrgyz Republic, Lao, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Micronesia, Moldova, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Philippines, Rwanda, Sao Tomé and Príncipe, Senegal, Sierra Leone, Solomon, Is., Somalia, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Timor-Leste, Togo, Tunisia, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia, Zimbabwe.