



FAIR TRADE ELECTIVES

Booking Terms and Conditions

Last reviewed: April 2026

1. Introduction

Welcome to Fair Trade Electives Ltd, a limited company having its registered office at 5 West High Street, Lauder, TD2 6TF, Scotland. SC824866 (hereinafter referred to as “Fair Trade Electives”). It is important that you carefully read and understand our terms and conditions before applying for your elective placement. These terms will form part of your agreement and govern your participation in our medical elective programmes. By engaging with Fair Trade Electives, you agree to comply with these terms. When applying for your elective you are required to confirm that you have read and accepted these terms and conditions.

Your contract with Fair Trade Electives, and any dispute or claim (including any non-contractual disputes or claims), arising out of or in connection with the contract or its subject matter or its formation, and any other matter however arising from the contract, shall be governed by, regulated by and construed solely and exclusively in accordance with the laws of Scotland.

The parties to the contract irrevocably agree that the courts of Scotland shall have exclusive jurisdiction to consider and/or settle any dispute or claim (including any non-contractual disputes or claims) arising out of or in connection with this contract or its subject matter or formation.

2. Purpose and Mission

Fair Trade Electives is committed to enabling ethical and sustainable medical elective placements that promote positive social impact and adhere to fair trade principles in global healthcare education. Fair Trade Electives partners with vetted hospitals through a Memorandum of Understanding (MOU) to provide you with an elective placement.

3. Eligibility

Participants must be enrolled in a recognised medical school and meet specific programme requirements, including academic standing and language proficiency. Evidence of a current enhanced criminal background check (DBS or equivalent) is required (such as confirmation from your medical school). Participants must agree to comply with ethical guidelines and local laws during the placement.

4. Application and Contract Formation

Applications must be submitted through our website and are subject to review and acceptance by us and your chosen hosts. Submission of an application does not guarantee a place on a medical elective programme. That is the sole decision of the host organisation or hospital. Upon confirmation of your elective placement by your chosen host, an offer will be made to the participant via Fair Trade Electives. Upon acceptance of such offer by the student, the contract is formed and payment of the non-refundable Booking Fee will become due. Participants should not book flights or accommodation until they receive formal confirmation of their elective placement, and the Booking Fee has been paid in full. Fair Trade Electives is not liable for any incurred costs if an application is declined.

Fair Trade Electives is not an elective provider. Our role is to facilitate your booking with your chosen elective host site. Responsibility for providing your elective lies with your host hospital including timetabling, supervision and clinical activity. Responsibility for all other aspects of your welfare and education, whilst on your elective, remains with your university.

Your contract with us includes and is limited to:

- Provision of information on host site elective offerings and availability.
- Managing your elective booking with host of your choice, including the processing of fees.
- Pre-departure preparatory training and support
- Fundraising guidance, holding and providing oversight of charitable funds distribution.
- Provision of quality assurance and reporting systems

5. Travel & Insurance Requirements

Travel insurance is compulsory for all Fair Trade Elective placements. Participants must obtain comprehensive travel and medical malpractice insurance covering the duration of the elective. Insurance must be in place at least 21 days before departure and we require a copy of the travel policy and medical malpractice insurance. We cannot make any recommendations or advise you on the best source of insurance. You are solely responsible for obtaining the right cover for your trip and we strongly recommend that you have all travel insurance documents easily to hand when travelling.

Participants are responsible for ensuring they have all travel documents including, but not limited to, valid passports, visas, and travel documents. Any fines, penalties, or expenditures and any refusal to travel incurred because of travel documents not meeting the requirements of the authorities will be your sole responsibility. You are solely responsible for arranging and paying for all travel costs to and from your destination. We cannot be held responsible for any event that leads to your flights being delayed or cancelled by the airline carrier or other disruption to your travel. We encourage all students to arrange return or onwards travel before arriving at the destination country, as individuals may be declined entry by immigration and border controls.

If transport to our host hospital is not included in your offer, you are fully responsible for arranging and covering all costs associated with the travel. If transport from the destination airport is included by the host hospital, we must be informed of your flight arrangements at least 21 days before departure so we can co-ordinate your connection. All flight details must be confirmed, we do not accept standby flights. If you arrive outside of the arranged date you may have to cover additional costs for transport to the host organisation. We recommend that all Individuals check information

relating to the destination country on The Foreign and Commonwealth Travel Office website (<https://www.gov.uk/foreign-travel-advice>) immediately before travelling.

6. Fees and Payment

A non-refundable Booking Fee of £300 is required to confirm your booking. If, for whatever reason, we are unable to accept your application, this fee will be refunded in full. Your elective total price comprises of the Fair Trade Electives Booking Fee *and* the host elective fee which we process for you. If accommodation, or airport pick-up are also being purchased from your host directly these may also be included and paid via Fair Trade Electives.

The total price is then adjusted for any Early Booking Discount due and/or fundraising offsetting requested (up to the maximum of 50% of the sum deposited with FTE)

The balancing costs must be paid in full 30 days prior to your placement. Late payments may result in cancellation without refund. For applications accepted within 30 days of the start date of the elective, the total price is due within 7 days of acceptance. All prices quoted on the website are £GBP and all payments must be made in £GBP. We accept bank transfer, credit and debit cards.

7. Refund Policy

The booking fee is non-refundable unless the intended host cancels your elective, and we are unable to offer a comparable opportunity.

Funds raised for your host will remain allocated to them and cannot be refunded. They may, by arrangement, be transferred to another host if your placement is changed subject to agreement by Fair Trade Electives and availability of an appropriate alternative placement.

Regarding host fees:

Should YOU cancel your elective:

- 30 or more days before the elective start date: full refund of host fees paid (not booking fee) unless your host applies a separate policy (in the latter event, any refund will be regulated by the hosts policy.)
- 29 or less days before the elective start date: No refund.

If your elective is terminated on or after the start date (for any reason): No refund. Should your elective be cancelled BY THE HOST prior to the start OR should cancellation be necessary for any other reason (e.g. a change in FCO guidance) we will refund all funds still held by us or make reasonable efforts to reclaim funds on your behalf. However, we cannot guarantee any refund for monies that we no longer hold.

Once a booking has been confirmed it can be amended up to 6 months before departure. If you propose an amendment, we will advise you of the administration charge to be made in the event you choose to proceed with the amendment. Minor amendments, such as a change of speciality, will be free of charge (at our discretion) or will incur an administrative charge not exceeding £100. Major amendments, such as change of host site, will incur a £100 administrative surcharge. Changes made within 6 months of departure will be regarded as a cancellation and require a fresh application to be made.

8. Health and Safety

Any medical conditions that could affect the suitability of your placement must be disclosed in advance. Failure to do so may result in termination without refund. Participants must arrange, fund and be prepared to provide proof of required vaccinations. We recommend contacting your local GP or travel clinic at least 3 months before you are due to travel. They will be able to advise if any vaccinations are necessary or recommended for the location of the elective. Please be minded that some countries require proof of vaccination, which must be documented on International Certificate of Vaccination or Prophylaxis (ICVP) before you enter or when you leave a country. It is your responsibility to ensure you meet all travel and entry requirements. Fair Trade Electives is not liable for injuries, illnesses, or incidents during the elective. Participants undertake placements at their own risk.

9. Visas & Documentation

Participants must apply via the Fair Trade Electives online application form. All relevant information (e.g. health, professionalism) must be accurate and complete. Participants are responsible for providing an appropriate professional reference from their medical school and any other necessary documentation Fair Trade Electives reasonably requests to fulfil our obligations to you. Visa requirements vary by country, and participants are responsible for obtaining their own visas in advance of travel. Fair Trade Electives is not liable for any cost related to inadequate travel documentation. Fair Trade Electives cannot intervene with immigration authorities on your behalf.

10. Force Majeure (Unforeseen Circumstances)

Fair Trade Electives is not liable for cancellations due to war, pandemics, natural disasters, political instability, or other unforeseen events. If an elective is affected, we will make reasonable efforts to offer deferrals or alternative placements. but cannot guarantee this or offer refunds.

11. Code of Conduct

You must behave in a reasonable and professional manner and always maintain a polite and respectful attitude towards local customs and laws. You must comply with the host hospitals rules and, respect accommodations and facilities. If you commit any illegal act or if your behaviour is causing or likely to cause danger, distress or annoyance to others then Fair Trade Electives may terminate your placement with immediate effect without any liability or refund on our part. Any breaches of conduct may result in removal from the programme without refund. You must abide by the code of conduct as set out within the pre-departure information within the student handbook provided. If for whatever reason the code of conduct is breached and the local team believe your actions or behaviour is serious enough, then Fair Trade Electives may terminate your placement with immediate effect without any liability or refund.

12. Complaints and Dispute Resolution

If while on your elective, if you become dissatisfied with any aspect of the programme you must inform the in-house coordinator at your earliest opportunity who will attempt to resolve the matter to your satisfaction. If you are not happy with the response and feel the incident has affected your

programme enjoyment, you should contact us as soon as possible. If such an instance occurs you should let us know the nature of your complaint and what steps you have taken to overcome any of the issues. We ask that all communication be via email and at the time of the incident. Unresolved issues can be escalated to Fair Trade Electives' complaints processes where we will endeavour to assist. However, given the nature of international placements, it may not be possible for FTE to rectify the issue, and we are not liable for a host site failing to deliver a placement as advertised. Complaints must be submitted in writing within 30 days of the incident to info@ften.co.uk.

13. Data Protection and Privacy

Personal data is handled in accordance with applicable data protection laws. Information may be shared with partner organisations for administrative purposes. Participants consent to the use of photos, reviews, and feedback for research and promotional purposes unless they opt out in writing. Use of photos is always optional and opting out will not affect your placement.

14. Amendments

Fair Trade Electives reserves the right to modify these Terms and Conditions at any time. Participants will be notified of changes by email.

15. Personal Risk and Liability

Participants understand that elective placements may involve inherent risks, including travel, crime, culture shock and exposure to different healthcare environments and practices. Participants are required to complete our Pre-departure Preparation online modules to help raise awareness of these, but Fair Trade Electives is not responsible for any risks undertaken by participants or any resulting injuries.

By confirming an application and payment, participants acknowledge that they have read, understood, and agree to abide by these Terms and Conditions.