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**Application Form for Courses and Events**

Please complete all sections in BLOCK CAPITALS. Incomplete forms cannot be processed. Return your completed form with payment to the address overleaf. If you have booked and paid online, you do **not** need to also send us this form.

|  |  |
| --- | --- |
| Name of course / event |       |

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| --- | --- |
| Date of course / event |       |

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| --- | --- | --- | --- | --- |
| Observer place (if applicable) | [ ]  | Bursary / free place (please provide evidence)  | [ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Title |       | Surname |       |

|  |  |
| --- | --- |
| Given names |       |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GMC number or equivalent |       | Date of birth |       | Gender: | F | [ ]  | M | [ ]  |

|  |  |
| --- | --- |
| Home address |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Home tel |       | Mobile |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Work tel |       | Email |       |

|  |  |
| --- | --- |
| Hospital and dept |            |

|  |  |  |  |
| --- | --- | --- | --- |
| Grade / year |       | Specialty |       |

|  |  |  |
| --- | --- | --- |
| [ ]  | I am not in a UK training post but have sufficient surgical experience in the required specialty to fulfil the course eligibility criteria.  | *If in doubt, or you wish to discuss your eligibility, please contact education@rcseng.ac.uk. We reserve the right to cancel your booking (and charge a cancellation fee) if you do not meet the eligibility criteria.*  |

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| --- | --- |
| Please indicate any special dietary requirements:  |       |

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| If you have any special needs owing to a disability or specific learning difficulty please email education@rcseng.ac.uk or call 020 7869 6300. |

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| --- | --- |
| [ ]  | We would like to keep you informed of other events and activities that may be of interest to you. If you **do not** wish your details to be used for this purpose please tick here. |

|  |
| --- |
| Please sign below to confirm that you have read and understood the Terms and Conditions (including the cancellation policy) on page 3 of this form. Unsigned forms will not be processed. |
| **Signature** |       | **Date** |       |

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| The information on this page will be held on a College-wide database and may be shared with relevant specialty associations within the building. It will be used to process your application and stored in accordance with the Data Protection Act 1998. |

**Payment details**

We cannot book, hold or reserve any course places without payment.

Membership discount: If the course page on our website indicates that you may be eligible for a discount, please specify below. You must be a current member of this College (The Royal College of Surgeons of England) to qualify for any membership discount.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you are a fellow / member ofthis College, is your subscription up to date? | Y | [ ]  | N | [ ]  |

|  |  |
| --- | --- |
| Discount type: |       |

|  |  |
| --- | --- |
| [ ]  | I enclose a cheque for £      made payable to *The Royal College of Surgeons of England* |

|  |  |
| --- | --- |
| [ ]  | Please debit my credit / debit card for £      |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Card type:  | [ ]  | MasterCard | [ ]  | Visa | [ ]  | Switch | [ ]  | Delta |

|  |  |
| --- | --- |
| Cardholder’s name:  |       |

|  |
| --- |
| Card number |
|   |   |   |   | - |   |   |   |   | - |   |   |   |   | - |   |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Expiry date | Start date | Security code | Switch issue no. |
|   |   | / |   |   |  |   |   | / |   |   |  |     | *This is the 3-digit code on* *the back of your card.*  |       |

**Invoice**: If your course fees will be paid by a third party (e.g. trust, hospital, charitable fund) and they wish to be invoiced then they **must** provide us with a full copy of an official purchase order; we cannot process your application without this**. The full purchase order should be submitted with this form;** sending us only a number or an address is not sufficient**.** It should come from the purchasing / finance department of the organisation and state the name of the participant and course, along with the official invoice address and a valid purchase order number that covers the correct fee. We are unable to hold or reserve places until we receive a full and valid purchase order. It is often quicker and easier to pay yourself and then claim the fee back from the third party. Please note that we can only invoice organisations and not individuals. Contact us for more details on invoicing and purchase orders: education@rcseng.ac.uk

**Overseas applicants:** We can only accept payment by credit or debit card from overseas applicants or organisations; we cannot issue invoices or accept bank transfers.

For marketing purposes, please tell us where you heard about this course:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RCS website  | [ ]  |  RCS *Bulletin* | [ ]  | RCS mailing | [ ]  |  Third-party mailing | [ ]  |  |

|  |  |
| --- | --- |
| Other (please specify) |       |

Please return your completed form to:

**Education**

**The Royal College of Surgeons of England**

**35-43 Lincoln’s Inn Fields**

**London**

**WC2A 3PE**

**Email:** **education@rcseng.ac.uk**

**Education Terms & Conditions**

Please refer to our Courses FAQ on the College’s website for more information regarding our courses, including information on booking, eligibility, feedback and cancelling a course booking. You can access the Courses FAQ here: [www.rcseng.ac.uk/CourseFAQ](http://www.rcseng.ac.uk/CourseFAQ) These Terms and Conditions contain the main terms that apply to our legal relationship, so in the event of inconsistency between what we say here and the Courses FAQ, the terms of these Terms and Conditions will prevail.

1. **About these Terms and Conditions**

These are the Terms and Conditions on which we supply Courses to you. Please read them carefully. You should not book a place on one of our Courses if you do not agree to these Terms and Conditions. If anything in these Terms and Conditions is unclear or you have any questions about them or our Courses generally, then please contact the Education Team at Education, The Royal College of Surgeons of England, 35-43 Lincoln’s Inn Fields, WC2A 3PE, or email education@rcseng.ac.uk to discuss. When we receive your payment of the fees we will confirm your place on the Course, at which point a contract will come into existence between you and us.

In these Terms and Conditions, references to “the College”, “we” or “us” are to The Royal College of Surgeons of England a registered charity number 212808, whose registered address is 35-43 Lincoln’s Inn Fields, London, WC2A 3PE.

**IMPORTANT: These Terms and Conditions only apply to Courses where payment is made directly to the College which are those Courses run and delivered by us or Courses delivered and assessed online (e-learning programmes or online modules). If you learn online or via e-learning you must also comply with the College's standard website terms and conditions:** [**www.rcseng.ac.uk/CourseTandC**](http://www.rcseng.ac.uk/CourseTandC)

**These Terms and Conditions do not apply to Courses where you do not pay us directly, including those run by Regional or International Centres. The Regional Centre or International Centre will issue their own terms and conditions to you.**

1. **Course cancellation by you**
	1. If you wish to cancel your place on the Course after you have booked and paid, you must contact the Education Team in writing by post or email as soon as possible to Education, The Royal College of Surgeons of England, 35-43 Lincoln’s Inn Fields, WC2A 3PE, or email education@rcseng.ac.uk
	2. If you notify us to cancel your place **more than four weeks before the start date of the Course** we will refund you the Course fee paid less an administration charge of 10% (or £50, whichever is greater) to cover our costs of administering your application.
	3. However, **if you notify us to cancel your place less than four weeks before the start date of the Course, once the Course has started or if you do not notify us at all**, the total Course fee will be charged and you will not receive any refund.
	4. If you wish to cancel your place on an e-learning programme or online module (ie, courses delivered and assessed online) you must notify the Education Team by email (education@rcseng.ac.uk). **If you notify us to cancel within 24 hours of booking the e-learning programme or e-module, you will receive a full refund of any fees paid. We will not refund fees paid for e-learning programmes or online modules if you notify us to cancel more than 24 hours after booking.** Courses or programmes that are made up of both online content and components that are delivered face-to-face are subject to the cancellation policy in paragraphs 2.1 to 2.3 above.
2. **Course cancellation by us**

We make every effort to run courses as advertised. From time to time, we may need to cancel a Course after you have booked your place; for example, if we are affected by an event outside our control or if it is not financially viable for us to run the Course. If we do this, we will tell you as soon as possible and provide you with a full refund of Course fees paid.

We will not be responsible for any consequential losses (e.g. travel or accommodation costs) incurred by you in such cases and you may wish to consider taking out appropriate travel insurance for any non-refundable costs you incur when arranging to attend the Course.

We may cancel your place on the Course and terminate our contract by giving you notice if:

(a) you do not pay any fees due within fifteen days of our written reminder;

(b) you commit a material breach of these Terms & Conditions;

(c) you are expelled or excluded from the Course as a result of your misconduct or behaviour on the Course;

(d) your behaviour or conduct does not in our reasonable opinion meet professional standards or rules, including those relating to integrity, ethics, honesty and trustworthiness; and/or

(e) your attendance or progress is unsatisfactory and/or we find that you are unsuitable for the Course and in our reasonable opinion, the cancellation is our best interests and/or your best interests.

1. **Your place on the Course is not transferable**

Your place on the Course and access to online accounts and content provided by us is non-transferable to any third party. This means that you cannot transfer your place on a Course to someone else. Furthermore, these Terms and Conditions are personal to you and us and you cannot transfer your rights and obligations under them to any other person.

You do not have the right to defer or delay your place on the Course to a later or alternative Course.

1. **Copyright and other intellectual property rights**

All copyright and other intellectual property rights in our Courses (including Course content and teaching materials) belong exclusively to us or are used by us with a third party's permission. Participation in a Course or event does not transfer or grant any rights over such material to you or any third party. This means that you must not use, copy, record or otherwise share such materials without our written permission. We give you permission to use our materials for your personal private study whilst you are on the Course.

1. **Language**

All of our Courses, programmes and content are delivered in English. It is your responsibility to ensure that your level of English is sufficient for the Course you wish to take.

1. **Information provided by you**

You must ensure that all information provided to us is accurate, current and complete. If any information provided by you is found to be untrue, inaccurate, not current or incomplete then we may cancel your place on the Course, suspend or terminate your account and any enrolments or involvement in our programmes or events, without refunding any fees paid by you.

1. **Access to online content**

Access to online content begins upon receipt of valid log-in details from us, and shall last for the period specified at the time you booked your place except where we terminate or suspend your access because of something you have done wrong (for example, because you have breached these Terms and Conditions).

1. **Passwords**

You agree that you will not share your password, access or account details with any third party.

1. **Minimum requirements**

The current technical requirements we recommend to best access and view online content is here: [www.rcseng.ac.uk/eLearningTechRequirements](http://www.rcseng.ac.uk/eLearningTechRequirements). We reserve the right to update these requirements as becomes necessary and without notice.

1. **Courses as described**

We will deliver our Courses in line with our advertised materials and as described on our website, subject to the terms and conditions concerning Changes to Courses set out in clause 13 below. Course joining information provided to you will include information on how the Course is assessed and any rules or conditions concerning how any certificates will be issued.

1. **Fees**

The fees for our Courses are as set out on our website. You must pay us the fees before you start the Course except where we have otherwise expressly agreed this in writing with your employer or someone paying the fees on your behalf. All payments made by you must be in Pounds Sterling. You are personally responsible to us for the payment of all fees and other sums due in respect of the Course, irrespective of whether any third party (such as your employer or the NHS) has agreed to sponsor you or pay your fees on your behalf. You will remain liable to us directly even if your sponsor fails to pay the fees due. We will not allow you to attend the Course if the fees have not been paid on time.

The fees generally include all tuition, course materials and light refreshments during the Course. Our website will set out any exceptions to this.

1. **Changes to Courses**

We may need to modify, revise or alter the content of our Courses, the Course location, teaching staff or Course timetable, or equipment used on the Course after you have booked your place. We will notify you electronically of any such changes using the contact details you have provided to us. If any of these changes go to the heart of the value or nature of the Course you receive or mean you would receive a Course significantly different to what you were told and what you would have expected when you accepted your place and you are unhappy with the change, you can cancel your place on the Course and will receive a full refund of any fees paid. Examples of such changes are a change in the Course location or date. Please note that cancellations following less significant changes (including changes to the faculty delivering the Course or less significant changes to Course content) will be dealt with in accordance with the cancellation provisions in clause 2 above.

1. **Communications**

You consent to receiving electronic communications from us (by email or via our website). If you want to email us, in the first instance email education@rcseng.ac.uk

1. **Interruptions to service and events outside our control**

We will not be responsible for any failure or delay by us in performing our obligations if our failure is caused by an event outside our control. In this clause the phrase "event outside our control" includes any act or event beyond our reasonable control including without limitation strikes, other industrial action, civil commotion, riot, invasion, terrorist attack or threat, war or preparation of war, fire, explosion, storm, flood, subsidence, epidemic, public health emergency, or other natural disaster, or failure of communications networks.

Whilst we will make every effort to ensure that our website and course content are available and error- and virus-free, we cannot accept any responsibility for interruptions, technical errors or viruses caused by events outside our control. We may occasionally suspend or restrict access to our website and course content to allow for updates, repairs and maintenance. We will attempt to limit the frequency and duration of any such interruption and notify you of any scheduled downtime where possible.

1. **Our use of personal information about you**

Personal information about you may be processed by us for following purposes: providing the Course to you, processing your payment of the fees, Course administration, education services, accounting, record-keeping, fundraising, the provision of references and confirmation of your attendance and/or your results to actual or prospective employers and sponsors, health and safety, compliance with legal and regulatory requirements, and any other reasonable purpose relating to our relationship with you. You consent to the processing by the College of personal data relating to you for all of the purposes mentioned in this clause and as set out in our Privacy Policy (available here: <https://www.rcseng.ac.uk/terms-and-conditions/>) where you can also find out more information about how we collect personal information about you, how is it used, and your rights.

1. **Our liability to you**

We will be responsible for losses or damage you suffer if the cause our fault, for example if we have been negligent or careless. However, we will have no liability to you for any loss of employment, loss of employment prospect, loss of profit, loss of business, business interruption or loss of business opportunity arising from any breach of contract or negligence on our part. We will also not be responsible for loss or damage to your own personal property such as laptops, mobile phones, and other personal items.

Except to the extent that our liability to you may not be excluded under applicable laws, our maximum liability to you (whether or not arising in negligence) is limited to the fees you have paid for the Course.

1. **Changes to these Terms and Conditions**

We may at our discretion vary these Terms & Conditions from time to time in order to assist the proper delivery of our Courses or to reflect changes in relevant laws and regulatory requirements.

Any variation to these Terms and Conditions or special conditions that we may agree with a particular participant will only be effective if agreed by us in writing to avoid any confusion between you and us.

1. **The law that applies to these Terms and Conditions and where legal proceedings should be brought**

These Terms and Conditions are governed by English Law and you and we both agree to bring any legal proceedings in respect of this contract in the English courts.

1. **Complaints and contacting us**

If you have any questions or complaints about the Course or these Terms and Conditions, please contact us. You can email our Education Team on education@rcseng.ac.uk, or telephone us 020 7869 6300 (for surgical courses) or 020 7869 6813/14/15 (for dental courses). You can also or write to us at Education Team, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE.

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| S:\5. Business Services\5.1 Office Administration\FORMS\Logo 2015\Royal College of Surgeons CMYK Colour Logo Large.jpg | **Equal Opportunities Monitoring** |
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| In line with UK legislation and good practice guidelines, we ask everyone to complete this section. **You are not obliged to provide any of the information**, but if you do so it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all. |
|  |
| **Gender:** | F | [ ]  | M | [ ]  | **Ethnicity** |
|  |
| **Nationality** |       |  | Please select one from the options below. |
|  |
| **First language** |       |  | a) White |
|  |
| **Do you have a disability** under the terms of the Disability Discrimination Act 1995 (a person with a physical or mental impairment that affects your ability to carry out normal day-to-day activities that are substantial, adverse and long term?) |  | [ ]  | British |
|  |
|  | [ ]  | Irish |
|  |
|  | [ ]  | Any other white background |
|  |  |  |
|  | b) Mixed |
|  |  |
| [ ]  | Yes  | [ ]  | No |  | [ ]  | White and Black Caribbean |
|  |  |  |
| **What is your sexual orientation?** |  | [ ]  | White and Black African |
|  |  |  |
| [ ]  | Bisexual |  | [ ]  | White and Asian |
|  |  |  |
| [ ]  | Heterosexual |  | [ ]  | Any other mixed background |
|  |  |
| [ ]  | Homosexual | c) Asian or Asian British |
|  |
| **What is your religious belief?** |  | [ ]  | Indian |
|  |  |  |  |
| [ ]  | Buddhist |  | [ ]  | Pakistani |
|  |  |  |  |
| [ ]  | Christian |  | [ ]  | Bangladeshi |
|  |  |  |  |
| [ ]  | Hindu |  | [ ]  | Any other Asian background |
|  |
| [ ]  | Jewish |  | d) Black or Black British |
|  |  |  |  |  |
| [ ]  | Muslim |  | [ ]  | Caribbean |
|  |  |  |  |  |
| [ ]  | Sikh |  | [ ]  | African |
|  |  |  |  |  |
| [ ]  | None |  | [ ]  | Any other Black background |
|  |  |  |  |  |
| [ ]  | Other religion / belief |  | e) Chinese or other ethnic group |
|  |  |  |  |  |
|  | *Indicate a more specific category here:* |  | [ ]  | Chinese |
|  |  |  |  |  |
|  |       |  | [ ]  | Any other background |
|  |  |  |  |  |
|  |  |  |  |
| This information will be recorded electronically with your other data in accordance with the Data Protection Act 1998, but used only for monitoring our business practises. |