

# REGISTRATION FORM

## REGISTRATION FORM FOR CPD ONLINE COURSES

Please complete and post, fax or email to:  
CPD Unit, Royal Veterinary College,  
Hawkshead Lane, North Mymms, Hertfordshire, AL9 7TA  
Phone: +44 (0)1707 666865 Email: [cpd@rvc.ac.uk](mailto:cpd@rvc.ac.uk) [www.rvc.ac.uk/cpd](http://www.rvc.ac.uk/cpd)

COURSE NAME

COURSE DATE

### DELEGATE INFORMATION

**Title:** \_\_\_\_\_ **Forename(s):** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Qualifications:** \_\_\_\_\_ **RVC grad?** Yes ☐ No ☐ **Year of graduation:** \_\_\_\_\_

**Address for correspondence:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Country:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
*(a current email address is an essential requirement for online courses)*

**Telephone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**How did you hear about the course?:** BVA ☐ Find CPD ☐ In Practice ☐ IVIS ☐ RVC CPD brochure ☐ RVC email ☐  
RVC website ☐ Search Engine (Google/Bing) ☐ Social Media (Facebook/Twitter) ☐ Unsure/Booking on behalf of another ☐  
Veterinary Times ☐ VetGrad website ☐ Vetsonline ☐ Word of mouth ☐ Other ☐ Please specify: \_\_\_\_\_

### PAYMENT METHOD

#### Amount Paid £

**By Cheque** Cheques must be in UK pounds payable to the Royal Veterinary College (please post to the above address)  
*(personal cheques only accepted from UK bank accounts. Bankers drafts accepted from overseas accounts)*

**By Debit/Credit card** **Card no:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
*(Please note that we are unable to accept American Express)*

**Billing address for Credit Card** *(if different from above):* \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

\* **Security Number** *(please provide your security number in the space at the bottom of the page. It is recorded separately for data protection)*

#### Invoice to Veterinary Practice

**Veterinary Practice Name:** \_\_\_\_\_

**Veterinary Practice Address:** \_\_\_\_\_

\* Your personal details supplied will be treated in accordance with UK Data Protection Law and will never be passed on to 3rd parties. For more information on our Privacy Policy visit [www.rvc.ac.uk/cpd](http://www.rvc.ac.uk/cpd)

A receipt will be sent as soon as we have processed your payment. Delegates will be registered on a first-come, first-served basis. Cancellations made up to 30 days prior to the course may incur a 15 percent administration fee up to a maximum of £50. Refunds for cancellations made within 30 days of the course will be at the discretion of the RVC. Places are transferable at no extra cost. Course fees will be refunded in full for course cancellations made by the RVC. No liability will be accepted for travel, accommodation, or any other expenses incurred by participants. All information is correct at time of going to print. The RVC reserves the right to alter the programme, date and speakers of any course without prior notification.

For office use only:

**Administrator:** \_\_\_\_\_

**Date of receipt:** \_\_\_\_\_

**Register:** Yes / No

\* **Security Number** *(last 3 digits on signature strip)*

