**Continuing Professional Development Course Registration form**

**Part A: Applicant details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Are you (please tick):** | Course Delegate\* | NTCO | HOLC | Other (please specify) |
| **Establishment:** |  | | | |
| **Address:** |  | | | |
| **Contact email:** |  | | | |
| **Contact phone number:** |  | | | |
| **Purchase Order number:** |  | | | |
| **Invoice address (if different):** |  | | | |
| **\* If you are a potential course delegate please supply details below of a sponsor at your establishment who can verify your status, e.g. your supervisor, PPL holder or NTCO.** | | | | |
| **Sponsor name and contact details:** |  | | | |

**Part B: Course required**

|  |  |
| --- | --- |
| **Course title** | **Date** |
|  |  |
|  |  |
|  |  |

**Part C: Delegate details. Insert additional rows as required**

|  |  |
| --- | --- |
| **Delegate names** | **Email address** |
|  |  |
|  |  |
|  |  |
|  |  |

**Part D: Protecting your information**

Red Kite Veterinary Consultants Ltd is committed to safeguarding the privacy of our users while providing the highest possible quality of service. We do not sell, distribute or lease your personal information to third parties unless we are required by law to do so. You can view our privacy policy at http://redkitevets.co.uk/staging/wp-content/uploads/Privacy-Policy.pdf. If you have questions or complaints regarding your data or our privacy policy, please contact us at [info@redkitevets.co.uk](mailto:info@redkitevets.co.uk).

We use your information for the purposes of course administration. By registering with us you agree to the collecting and processing of such information that is required to meet our obligations as a training provider.

**E. Declaration and signature**

I have read the terms and conditions

**Signature…………………………………………………………………………………..**

**Name……………………………………………………………………………………………….Date………………….....**

**Terms and Conditions**

1. **a.** Delegates: By signing the registration form, you confirm that you are a bona fide research worker, and consent to Red Kite staff contacting the sponsor named on this form for a reference.

**b.** Others: By signing the registration form, you confirm that to the best of your knowledge, the delegate/s named in the application is/are bona fide research workers and are either personally known to you, or has/have been endorsed by bona fide research staff.

1. **Full payment or a valid purchase order number is required at the time of booking** **to guarantee the booking.**
2. Course details will only be supplied following receipt of this form and either full payment or a purchase order number.
3. Invoices will be sent to the address on the registration form, unless otherwise specified.
4. Correspondence will be via the contact email address, unless otherwise specified.
5. Any changes to a booking must be made in writing and confirmation of this change will be acknowledged by us.
6. Cancellation charges may apply, as follows:

Cancellation within 4 weeks of course date: 25% of cost

Cancellation within 2 weeks of course date: 50% of cost

Cancellation within 1 week of course date: 100% of cost

**9.** Red Kite reserve the right to cancel a course if there is insufficient demand. In this case, confirmed delegates will have their full course fees refunded.