

**REGISTRATION FORM  
FOR ONSITE COURSES**

Please complete and post 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 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:** \_\_\_\_\_

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

**Do you require parking?** Yes  No

**Please advise us of any mobility, dietary or other requirements:** \_\_\_\_\_

**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  Vetonline  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)*

