

22nd Diploma in Otolaryngology- Head & Neck Surgery (DOHNS): Intensive Revision Course & OSCE



20th May 2017

Department of Anatomy, School of Biosciences, Park Place, Cardiff University

Application Form

Personal details

Mr Ms (please tick)

Surname

Forename

Hospital

Current level and speciality (e.g., CT2 – General Surgery)

Postal contact address

Contact phone numbers

(1) (2)

Email(s):

(1) (2)

(All future correspondence regarding the course will be sent via email. Hence please ensure that you provide the one(s) you check regularly)

Course fee: £235.00 (includes books worth £50)

Payment Methods

I wish to pay by

Bank transfer using the details furnished overleaf

Cheque / banker's draft / demand draft using the details furnished overleaf

Credit/Debit card - please follow instructions in our website (www.doctorsacademy.org) if you wish to pay by this method

Cheque / banker's or demand draft

Bank transfer

Credit/Debit card

PayPal

Telephone

I. Paying by Cheque / Bankers or Demand Draft

Cheque / banker's draft / demand draft for the appropriate amount should be drawn in favour of **Doctors Academy**.

Please write your full name on the reverse of the cheque / draft and to post it to the address in this application form.

Where to send the application form?

Please return the completed application form (along with cheque / draft if appropriate) by post to:

**Doctors Academy,
189 Whitchurch Road
Cardiff
CF14 3JR
South Glamorgan
United Kingdom**

You may also email us the application form to courses@doctorsacademy.org.uk and send the cheque by post separately.

II. Paying by Bank Transfer

Please use the details furnished below to pay by bank transfer:

Account Name : Doctors Academy
Sort code : 20-18-17
Account Number : 50671673
Name and Address of Bank : Barclays Bank, 121
Queen Street, Cardiff,
CF10 1SG, UK

IBAN : **GB49 BARC 2018 1750 6716 73**
SWIFT CODE : **BARCGB22**

Important note: Please write your full name in the 'Reference' box while doing a bank transfer.

Non-UK applicants: If you are paying through a bank from outside the United Kingdom, then please pass this information to your bank - 'The receiving beneficiary (i.e., Doctors Academy) receives payment by the full value amount (i.e., full course fee) and the sender pays any commission charges relating to the International payment'.

III. Paying using Credit/Debit card

Name:

Address (Line 1)

Address (Line 2)

Address (Line 3)

Town or City:

Postcode or ZIP:

Country:

Email:

Telephone:

Card Type:



Card Number:

Issue Number:
(Switch/Maestro only):

Security Code:
(the last three numbers at the back of the card):

Start Date:

Expiry Date:

IV. Paying via PayPal

Please go online (www.doctorsacademy.org) or login to your PayPal account to complete payment by this method.

Please note that a 2.5% transaction charge will be added to the fee if you pay by credit/debit card. We hence kindly suggest that you avoid paying this extra 2.5% by using bank transfer or cheque.

V. Paying over Phone

Please ring **+44 (0) 29 2061 6765** to do the payment using your credit or debit card. Payments over phone will also incur 2.5% card transaction charge.

What happens after I send the application form? Is my place secured?

On receipt of your application form and payment, your place will be secured. If you have paid by cheque or bank transfer, it may take 3-5 working days to process your payment. You will be notified of the confirmation of your place in the course by email.

However, if the course is full by the time we have received your application form and/or processed your payment, we may be unable to offer you a place and will inform you immediately. In this instance, your payment will be refunded in FULL or your cheque will not be encashed.

If you have any problems in registering or paying, please email us at: contact@doctorsacademy.org.uk

CANCELLATION AND REFUND POLICY

If Doctors Academy is forced to cancel the course in its entirety due to unforeseen circumstances, an emergency or for any reason relating to the venue or faculty, we will provide you with a 100% refund of the fee. If a course has to be cancelled mid-way, then a 50% of the fee will be refunded. However, please note that no refund of travel, accommodation or sustenance costs that you may have incurred to attend the course will be provided.

- Request for cancellation received 42 days (six weeks) before the commencement of the course: Full refund minus 10% administration and registration charges plus bank/postage charges (see below).
- Request for cancellation received 28 days (four weeks) before the commencement of the course: Fifty percent refund plus bank/postage charges (see below).
- Request for cancellation received 14 days (two weeks) before the commencement of the course: Twenty-five percent refund plus bank/postage charges (see below).
- Request for cancellation received within 14 days of commencement of the course: You will forfeit the fee.

Bank charges:

- Bank transfers within the UK (and to a UK based bank): FREE. No transfer fee
- Bank transfers outside the UK (International money transfers): We complete this payment through Barclays Bank, United Kingdom. The commission charged by the bank will be passed on to you. Currently the bank charges £25 as commission and £5 for International money transfers. All our refunds will be in Great British Pound (GBP) and you may be required to bear any commission by your bank or a lower exchange rate offered to you by your bank.

Postal charges:

- We can provide you refund by cheque if you prefer. Standard postal charge for sending by UK Royal Mail will be passed on to you. You will be required to send us your postal address.

Refund through PayPal:

- Refunded can be provided through PayPal within 60 days of receipt of your payment. You can receive a refund through PayPal even if you have used another method of payment. Standard PayPal commission will apply.

TRANSFER OF PLACE TO A COLLEAGUE

If you are unable to attend the course but wish for to have your place transferred to one of your friends or colleagues, we may agree to this arrangement if the request is received four weeks in advance. We can provide this service free of charge. However, if this request is received within four weeks but not less than two weeks of commencement of the course, then a 25% administration charge will apply to cover the cost of registration pack, name badges and certificates that would already have been prepared. We cannot do any transfers within two weeks of start of a course and you will forfeit the course fee. Please mail us at cancellation@doctorsacademy.org.uk if you require this arrangement.

TRANSFER OF PLACE TO A FUTURE COURSE

In certain instances, we may agree for you to transfer your place to a future similar course. We can provide this service free of charge if the request is received four weeks in advance. However, if received within four weeks but not less than two weeks of within commencement of the course, then a 25% administration charge will apply to cover the cost of registration pack, name badges and certificates that would already have been prepared. We cannot do any transfers within two weeks of start of a course and you will forfeit the course fee. In addition, if there is an increase in the course fee (from the one you have already paid and the future one), you will then be expected to pay the difference to secure your place. Please mail us at cancellation@doctorsacademy.org.uk if you wish to transfer your place to a future course. For other pertinent enquiries and general queries related to course fee, please contact us at: finances@doctorsacademy.org.uk