

**REGISTRATION FORM  
FOR ONSITE 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 Fax: (0)1707 666877 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:** \_\_\_\_\_ **BVA member no.:** \_\_\_\_\_  
*(if applicable)*

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

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

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

**Do you require parking?** Yes  No  **Vehicle registration number:** \_\_\_\_\_  
*(required by RVC Security for campus access)*

**Special requirements** *(e.g. vegetarian):* \_\_\_\_\_

**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  
*(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 never be passed on to 3rd party companies.

Please make cheques payable to the 'Royal Veterinary College' and return to the CPD Unit, the Royal Veterinary College, Hawkshead Lane, North Mymms, Herts, AL9 7TA. 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. Refunds for cancellations made within 30 days of the course will be at the discretion of the Royal Veterinary College. Reserved places are transferable at no extra cost. Course fees will be refunded in full for course cancellations made by the Royal Veterinary College. 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 Royal Veterinary College 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)*

