

**REGISTRATION FORM FOR
VETERINARY NURSE CPD**

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?: Find CPD IVIS RVC CPD brochure RVC email RVC website
Search Engine *(Google/Bing)* Social Media *(Facebook/Twitter)* Unsure/Booking on behalf of another Vetnurse.co.uk
VN Times 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)*

