

# Certificate of Primary Care Dermatology – Registration form

## Section A: Delegate information

Please print letters. Use black or blue pen.

Place **X** in all applicable boxes

Title	First name	Surname	
RACGP no		Practice name	
Practice address			Postcode
Practice telephone	Practice fax number	Mobile number	
Practice email			
Home address			Postcode
Home telephone	Home fax number	Mobile number	
Home email			

Gender		Preferred billing address		Preferred email address		Date of birth
Male	Female	Practice	Home	Practice	Home	

### Where is your main practice based?

Urban      Rural

### Which of the following categories apply to you?

Fully registered general practitioner      General practice registrar  
Registrar in Australasian College of Dermatologists (ACD) training program

### What is the size of your practice?

Small (1–3 GPs)      Medium (4–9 GPs)      Large (10+ GPs)

## Section B: How did you hear about the Certificate of Primary Care Dermatology?

College publication      Division of general practice      *gplearning* website      RACGP email      RACGP Fridayfacts  
Regional training provider      Word of mouth      Other (please specify)

Section C: **Enrolment options** (all fees include GST)

**Option A: Complete course**                      **Price \$11 740**

I wish to enrol in the complete certificate course and pay for all modules upfront (*saving of \$800 in comparison with Option B*). Please complete payment details below.

**Option B: Pay as you go**

**All online modules except for Modules 4 and 5 package price and practical experience Modules 5 and 6**

I wish to enrol in the following modules:

Module 1: \$450	Module 9: \$450	Module 15: \$300	Module 21: \$300
Module 2: \$450	Module 10: \$300	Module 16: \$300	Module 22: \$450
Module 3: \$450	Module 11: \$450	Module 17: \$300	Module 23: \$300
Module 4: \$600	Module 12: \$450	Module 18: \$300	Module 24: \$300
Module 7: \$300	Module 13: \$300	Module 19: \$300	Module 25: \$450
Module 8: \$600	Module 14: \$300	Module 20: \$300	

Please complete payment details below.

**Modules 4 and 5 package price**

I wish to enrol in the special package price offer for modules 4 and 5 (*saving of \$200 in comparison with purchasing individual modules*). Please complete payment details below.

**Price \$3040**

**Module 5: Dermatology practical procedures workshop**

I wish to enrol in the next available face-to-face workshop. Please complete payment details below.

**Price \$2640**

**Module 6: Clinical experience**

I wish to enrol in the clinical experience module. Please complete payment details below.

**Price \$1210**

Section D: **Declaration**

I declare that I have read and accepted the Terms and Conditions and cancellation/refund policy stipulated for this program as stated on the last page of this registration form.

**Signature**

**Date**

Section E: **Privacy**

The RACGP has a privacy policy that reflects recent changes in Federal and State Privacy Legislation. A full copy of the College’s policy is available from our website: [www.gplearning.com.au/privacy.aspx](http://www.gplearning.com.au/privacy.aspx)

# How to lodge your application

Please fax your registration form to **03 8699 0400** or email to **dermcert@racgp.org.au**. A Tax Invoice will be issued and sent to you for payment. Upon receipt of payment you will be enrolled into the relevant module/s. Please ensure to send all pages of this registration form.

**Terms and conditions**

- Access to online modules is ongoing and available for the following time periods:
  - Option A: 3 years from the date of your enrolment confirmation
  - Option B: 3 years from the date that you have accessed your first online module.Participants who are unable to meet this timeframe may contact the Dermatology Program Officer (email [dermcert@racgp.org.au](mailto:dermcert@racgp.org.au) or freecall 1800 626 901) in relation to submitting a request for special consideration for extension.
- Associated program costs with attending the practical modules such as travel, accommodation and other materials are to be covered by the registrant.
- Registration in the program will be confirmed upon receipt of the completed enrolment form and payment of the relevant course fees to the RACGP.
- Participants are required to complete Module 4: Practical procedures in dermatology before commencing Module 5: Dermatological surgery workshop. Workshop registrations close 20 working days prior to the workshop date.
- Participants are only eligible to undertake Module 6: Clinical experience after they have completed all other 24 modules.
- Participants can defer the commencement of Modules 5 and 6 through a written request to the Dermatology Program Officer (RACGP, 100 Wellington Parade, East Melbourne, VIC 3002) that is received no later than 20 working days before the date of the workshop or clinical experience option.
- Participants are required to review the Terms and Conditions and cancellation/refund policy prior to registering, and to acknowledge acceptance of these conditions during the registration process.
- This certificate is not included in the RACGP membership package.

**Cancellation/refund policy\***

Option A	Money refunded will be the cost of modules (as stipulated in the fee schedule) not accessed, less an \$1100 withdrawal fee.	
Option B	Pay for modules individually	No refund of fees will be made once you have been enrolled in an online module.
	Two module package	<b>Module 4 not accessed</b> Full refund issued if a written request is received at least 20 days before the workshop date. <b>Module 4 accessed</b> <ul style="list-style-type: none"><li>\$1400 refund if a written request is received at least 20 working days before the workshop date.</li><li>No refund if a request is received less than 20 working days before the workshop date.</li></ul>
	Practical Modules 5 and 6	<ul style="list-style-type: none"><li>Module price refunded less a \$600 withdrawal fee if a written request is received at least 20 working days before the commencement date.</li><li>No refund if a request is received less than 20 working days before the commencement date.</li></ul>

- A full refund of fees will be payable when an offer of placement is withdrawn or in the unlikely event a college is unable to provide any components of the program.
- No refund of fees will be made if the course is not completed within the following timeframes:
  - Option A: 3 years from the date of your enrolment confirmation
  - Option B: 3 years from the date that you have accessed your first online module.Full payment will be required for re-enrolment.
- All requests for refunds must be made in writing to the Dermatology Program Officer ([dermcert@racgp.org.au](mailto:dermcert@racgp.org.au)).
- To appeal a refund decision, the registrant must write to the Dermatology Program Officer (100 Wellington Parade, East Melbourne Victoria 3002) within 10 working days of the date that their cancellation is processed. In the event of an appeal the registrant will be required to submit a statutory declaration to the gplearning manager for consideration. The statutory declaration must include:
  - The name and address of the registrant.
  - Information which fully addresses the circumstances and case for a refund. The statutory declaration must also be witnessed by a Justice of the Peace, proclaimed policy officer or commissioner for taking affidavits. The statutory declaration signatory list is available online at [www.ag.gov.au/www/agd/agd.nsf/Page/Statutorydeclaration\\_Statutorydeclarationsignatorylist](http://www.ag.gov.au/www/agd/agd.nsf/Page/Statutorydeclaration_Statutorydeclarationsignatorylist)
  - Please read the RACGP appeals policy for further information. Visit [www.racgp.org.au/policy/council](http://www.racgp.org.au/policy/council)