

Certificate of Primary Care Dermatology workshop

Registration form

Section A: Delegate information

Please print letters. Use black or blue pen.
Place 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 workshop?

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)

I wish to enrol in the Certificate of Primary Care Dermatology Workshop including the pre-requisite online activity.

Price \$3040 Please complete payment details below.

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

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 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	Module 4 not accessed Full refund issued if a written request is received at least 20 days before the workshop date. Module 4 accessed • \$1400 refund if a written request is received at least 20 working days before the workshop date. • No refund if a request is received less than 20 working days before the workshop date.	
Practical Modules 5 and 6	• Module price refunded less a \$600 withdrawal fee if a written request is received at least 20 working days before the commencement date. • No refund if a request is received less than 20 working days before the commencement date.	

- 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).
- 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
 - Please read the RACGP appeals policy for further information. Visit www.racgp.org.au/policy/council

FOR OFFICE USE ONLY

BATCH NO.

RACGP NO (BILL TO)

ORDER NO.

INVOICE NO.