

Activity Registration Form

Date:

PERSONAL INFORMATION:

Gender: Male Female

Please print clearly. Your name will appear on your "Activity Certificate" exactly as spelled on this form.

First:

Middle:

Last:

Professional Title:

Ministry of NG-HA Badge No.:

SCFHS ID No.:

Hospital / Institution:

Nationality:

Department:

Mail Code:

P.O. Box No.:

City:

Postal Code:

Country:

CONTACT DETAILS:

(Include telephone area codes if applicable)

Telephone No.:

Pager No.:

Fax No.:

Mobile No.:

E-mail Address:

ACTIVITY REQUESTED:

Activity Title:

Activity Date:

Activity Code:

MODE OF PAYMENT:

Cash

Amount in SAR:

OR No.:

Date:

Bank

Amount in SAR:

OR No.:

Date:

PTC Bank Account Details:

Bank Name: **ARAB NATIONAL BANK**
Account Name: **KSAU-HS, POSTGRADUATE TRAINING CENTER**
Account No.: **01 0800 5208 9100 60**
IBAN No.: **SA2930 4001 0800 5208 9100 60**

Notes:

* WRITE the correct PTC Bank Account information to ensure payment is forwarded to the PTC Account.
* FAX or E-MAIL a copy of the validated deposit slip with your registration form to PTC.
* CALL or E-MAIL the PTC Registration Office to confirm acceptance of your registration and payment.

For all LIFE SUPPORT COURSES:

[Please mark (✓) where applicable]

Provider

Recertification

Valid Expired

Recommended renewal date:

Notes:

* Applicable fee depends on the validity of current certification
* Please present a copy of course ID card or certificate for verification.

How did you know about PTC?

Remarks:

"TRANSFER OF ACTIVITY FEE TO OTHER ACTIVITY IS NOT ALLOWED. ORIGINAL RECEIPT MUST BE ATTACHED IN CASE OF REFUND."

REGISTRATION POLICY:

- 1 No registration shall be made without payment unless the Educational Activity is announced as, "free registration."
- 2 Waiver of registration fee is acceptable only if subject participant is sponsored by related department, activity's sponsors and/or any other source duly supported with a memo or department e-mail and officially approved by the PTC Management.
- 3 Registrant should receive an official receipt after payment of the registration fee and no further actions shall be taken without presenting the original receipt.
- 4 All registrations by fax, mails, e-mails and in person shall be confirmed upon receiving the registration fee.
- 5 The registrant should read and sign for having read and the policies stated herein, which is located at the bottom part of this page.

CANCELLATION, TRANSFER AND REFUND POLICY:

- 1 Any cancellation made by the registrant in less than the *late registration* date of the activity, as advertised or announced, the activity fee shall be forfeited.
- 2 Cancellation of confirmed registration shall require notification before the *late registration date*, as advertised or announced, and shall be charged an administration fee amounting to 20% of the total activity fee.
Transfer or postponement of activity schedule after the registration is confirmed shall require a written notification from the registrant prior to the *late registration date*, as advertised or announced. Such will be allowed only once and within the six (6) months period from the date of first booking. If there will be no registration during this period, a new registration fee shall be paid.
- 3 Postponement of confirmed registration, in case of illness or emergency, shall require submission to the PTC - a letter stating the valid reason and duly signed by the registrant's direct supervisor, and/or medical report.
- 4 Rescheduling shall be to the next available date or activity within the academic year. Refund of full payment is granted if no other schedule of the same activity is available.
Postponement of confirmed registration due to work responsibilities and shortage of staff shall require submission to the PTC - a letter or E-mail from the registrant's direct supervisor requesting for re-booking or rescheduling to the next available activity. Refund is not applicable on this case.
- 5 Rescheduling for any valid reason can be done only once and within six (6) months from the scheduled date and corresponding charges shall be applied as follows: SAR 50.00 for BLS and other activities and SAR 100.00 for other life support courses, programs such as: ACLS, PALS and NRP.
- 6 No refund shall apply for any mandatory activities, such as: Life Support Courses. Rescheduling for any valid reason can be done only once within six (6) months from the scheduled date.
- 7 Return of used manual is not refundable, including its shipping charges.
- 8 In any circumstances that are beyond the control of PTC, cancellation or postponement of the educational activity shall be granted a full refund and no administration fee shall be charged.
- 9 "No show," on the day of the activity shall indicate, "No refund," except for cases wherein the registrant had submitted a letter or e-mail, stating a justifiable reason that is duly supported and approved by the registrant's direct supervisor, besides the approval of PTC Management on the claim.
- 10

DISCLAIMER POLICY

While the Postgraduate Training Center makes every effort to conduct the activities as advertised, we reserve the right to change the schedule and/or the instructors without prior notice, and to cancel any activities without liability. In the latter case, there is a full refund of activity fee to participants.

- I have read and agree to the above stated terms and conditions regarding PTC Registration, Cancellation, Transfer and Refund Policy.

Registrant Signature: