

## 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, Riyadh-Departmental  
Activity Account

Account No.: 01 0800 5208 9104 60

IBAN No.: SA9330400108005208910460

#### 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. Waiver of registration fee is acceptable only if subject participant is sponsored and officially approved by the PTC Management.
2. Registrant should receive an official receipt after payment of the registration fee and no further actions shall be taken without presenting the original receipt.
3. All registrations are completed via mails, e-mails and in person will be confirmed upon receiving the registration fee.
4. Prefer to register for the life support courses/mandatory courses before the expiration date as appears on the course certificate/card otherwise, he/she will pay the full amount of the course.
5. In the event that the new guidelines and manuals are already available, the PTC reserves the right to charge "provider" fee including the amount of the new manual".
6. No registration shall be made without payment unless the Educational Activity is announced as, free registration.
7. Registration is valid only if completed and submitted the registration form.
8. The registrant is responsible to 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:**

### **In case participant would like to reschedule or transfer to another course**

1. Inform the PTC at least four (2) weeks prior to the scheduled course commencement date. If participant failed to do so, the course payment will be forfeited without any question in case of complete cancellation. In case of reschedule charges will be applied: **SAR 50.00** for Basic Courses and **SAR 100.00** Advance courses.
2. In case of illness or emergency cases, registrant needs to provide proper documentation.
3. Reschedule of confirmed registration due to work responsibilities and shortage of staff shall require submission to the PTC - a letter from the registrant's direct supervisor requesting for re-booking or rescheduling to the next available activity. *Refund is not applicable on this case.*
4. Return of used manual is not refundable, including its shipping charges.
5. "No show," on the day of the activity shall indicate, "No refund,"

### **If a participant decides to withdraw from a course after their registration is conformed, the following applies:**

1. An administration charge of SAR 50.00 or 20% of the total course fee (whichever is greater) will be charged in the period of up to four (2) weeks prior to the scheduled course date.
2. Forfeiture of the full course fees is applied if the applicant decided to withdraw less than four (2) weeks prior to the course commencement date.
3. 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.
4. In exceptional circumstances, as deemed by the TCC, participants will receive a full or partial refund of the course fee.

## **Important general implementation:**

1. Smoking is prohibited in and during all programs.
2. The American Heart Association AHA disclaimer is implemented for any courses that students are charged.
3. Participant's phones and pagers must be switched off during Emergence Care Courses .
4. Participants are required to bring the manual/book, otherwise they will not be accepted to attend the course and rescheduling with new payment.
5. Reproductions of AHA materials are not allowed.
6. No titles implemented for certificates issuing.
7. Late comers without notice more than 15 minutes will not be accepted to attend the course and they will be considered absent.
8. Pregnant and illness participant's is responsible to inform the PTC about her situation in advance.
9. Participants must not leave anything behind them in the classroom (booklets, files,..etc.)

## **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: