

Course Registration Form

Date:

Amount:

O. R. No.:

Gender: ☐ Male ☐ Female

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

First Name:

Middle Name:

Last Name:

Professional Title: Saudi Commission for Health Specialties ID No.:

KAMC Badge No.: Nationality:

Hospital / Institution:

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:

Course Title:

Course Date: Course Code:

Payment Details for Direct Bank Deposit:

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**

Remarks:

For all LIFE SUPPORT COURSES:

[Please mark (✓) where applicable]

- ☐ Provider
☐ Recertification
☐ Valid ☐ Expired

Recommended renewal date:

Notes:

* Fees applies depends in validity.

* Please present a copy of course ID card or certificate for verification.

"TRANSFER OF COURSE FEE TO OTHER COURSE IS NOT ALLOWED."

(Conditions apply)

[The electronic fillable version of this form requires at least Adobe Acrobat (PDF) Reader 7 and up.]

NATIONAL GUARD HEALTH AFFAIRS
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Postgraduate Education & Academic Affairs
POSTGRADUATE TRAINING CENTER
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DISCLAIMER POLICY

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

Rules and Regulation

Life Support Courses, Saudi Board Preparatory Courses and Practical Skill Workshop

Requirements for re-certification for Life Support Courses:

The participant:

- 1.) Is solely responsible for booking and confirming a place for his/her re-certification.
- 2.) Must register for the course before the expiration date (in accordance to the information from the certificate), otherwise, he/she will pay the "amount of the course less the amount of the manual."
- 3.) In the event that the new guidelines and manuals are already available, the PTC reserves the right to charge "re-certification fees including the amount of the new manual."

Requirements for Transfer, Postponement and Cancellation:

- 1.) If a participant decides to postpone the course or transfer to another schedule after their registration is conformed, he/she should:
 - * Inform the PTC at least four (4) weeks prior to the scheduled course commencement date.
 - * In case of illness or emergency cases, he/she should provide a letter stating a valid reason and approved by their immediate supervisor, or a medical certificate from Employee Health Clinic or other Medical Institution.
- 2.) If a participant fails to comply the first step (No. 1) above, his/her payment will be forfeited without any question.
- 3.) If a participant decides to transfer to another course or schedule after failing to comply with first step (No. 1) above, corresponding charges will be applied: SAR 50.00 for BLS and SAR 100.00 for ACLS, PALS and NRP.
- 4.) If a participant decides to withdraw from a course after their registration is conformed, the following applies:
 - * 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 (4) weeks prior to the scheduled course commencement date.
 - * Forfeiture of the full course fees is applied if the applicant decided to withdraw less than four (4) weeks prior to the course commencement date.
 - * If the course registrant finds a replacement to fill the vacancy created by his withdrawal, he/she receives a full or partial refund of the course fee.
 - * In exceptional circumstances, as deemed by the Director of Medical Education, participants will receive a full or partial refund of the course fee.

How to pay for the course:

- 1.) **WRITE** the correct account information to ensure that the payment will be forwarded to PTC account.
- 2.) **FAX** the copy after paying through the bank the copy of validated deposit slip with your registration form.
- 3.) **CALL** the PTC Registration Office to confirm your registration and payment of the course.