

**NATIONAL GUARD KING ABDULAZIZ MEDICAL CITY
KING FAHAD HOSPITAL
POSTGRADUATE TRAINING CENTER**

+966 1 252 0252
45446/45449/45387 3115 FAX: 45447
e-mail: ptc1@ngha.med.sa
web: www.ngha.med.sa

DISCLAIMER POLICY

While the Postgraduate Training Center makes every effort to conduct the courses as advertised, we reserved 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 & 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 & 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:
 - Informed the PTC at least 4(four) 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 1st step (No. 1), his/her payment will be forfeited with out any question.
- 3.) If a participant decides to transfer to another course or schedule after failing to comply (with No. 1), corresponding charges will be applied; **Sr50 for BLS and Sr100 for ACLS, PALS & NRP.**
- 4.) If a participant decides to withdraw from a course after their registration is conformed, the following applies:
 - An administration charge of SR 50.- or 20% of the total course fee (whichever is greater) will be charged in the period 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 4(four) weeks prior to the course commencement date
 - If a 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.

PAYMENT DETAILS

ARAB NATIONAL BANK
Account Name: KSAU-HS, POSTGRADUATE TRAINING CENTER
Account Number: 0108005208910060
IBAN: SA2930400108005208910060

1.) WRITE

Write the correct account information to ensure that the payment will be forwarded to PTC account.

2.) FAX

After paying through the bank, fax the copy of validated deposit slip along with your registration form.

3.) CALL

Call the PTC office to confirm your registration and payment for the course.