

Registration Policy:

- 1) Registration will only be confirmed upon receipt of payment.
- 2) Postponement or re-booking requires a minimum of one-month notice. This can only be done once and **within 6 months period** from the first booking. If the participant did not register for a course within this period, then a new registration fee shall be paid. The cost of the book may be deducted from the registration fee depending on the edition of the material the candidate has acquired.
- 3) Postponement or re-booking made due to emergency medical circumstances will be considered. Fifty (50%) percent of the course fee will be paid when booking for a new course date.
- 4) Postponement due to negligence or related work responsibilities will not be considered and therefore no refund will be granted to the requesting candidate.
- 5) Cancellation requires a minimum of one-month notice. The cost of the book and shipping charges will be deducted from the full payment for any cancellation made one-month prior to the course date. Cancellation made less than a month is not permitted and course fees will be forfeited/will not be refunded.
- 6) Registration after unsuccessful completion (or repeater) at any of the Trauma Courses needs a new registration fee. The registration fee will be the same minus the cost of the manual if the same edition is still being used.
- 7) Failure to attend the entire course is considered cancelled or “no show” and therefore course fees will not be considered for refund.
- 8) The Trauma Courses Office has the right to amend this policy, if deemed necessary.

Dr. Saud Al Turki
Director, ATLS Program, Saudi Arabian Chapter
Director, Trauma Courses Office

Read & Signed: _____

(Registrant)

Date Signed: ____/____/____