ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Conditions Governing the Submission of Applications, Payment of Fees, and Refunds

Please read all the information contained in this document prior to submitting an application to the College.

1. An application for each examination must be submitted in writing on the appropriate form of application not later than the published closing date of entry for the examination concerned. The application must be accompanied by the full fee (see note 3) and by such certificates as are required. Copies of certificates will be accepted only if either a Consultant, or some other person holding an official position in the hospital, has endorsed these or they have been endorsed by a notary public to the effect that they are accurate copies of the original documents. Endorsed (or attested) copies must bear an original signature and official stamp. Official English translations from a translation agency will be required for stamps or certificates that are not in English.

2. The published closing dates for entry to the various examinations are final. Allowance will not normally be made for postal or other delays. Late or incomplete applications will not be accepted.

3. Fees may be paid by cheque or bank draft (payable to: The Royal College of Physicians and Surgeons of Glasgow), credit card (Visa or Mastercard only) or debit card. Forms for payment by credit card are available as part of the application form or on the General Information page. Please note that, should your payment fail and, as a consequence, RCPSG incurs a charge then a standard administration fee of £20 (inc. VAT) will be applied. This fee must be paid prior to submitting an application for any other activities within the College.

Examination and diploma fees are reviewed annually.

It is the responsibility of candidates to ensure that the correct examination fee is sent to the College with the application form, along with any outstanding charges.

4. Candidates withdrawing from examinations must do so in writing and shall forfeit a proportion of the fee. Candidates who withdraw before the closing date for the examination shall forfeit 20% of the fee. Candidates who withdraw after the closing date will forfeit 100% of the fee.

These conditions apply to all examinations unless the regulations for that examination state otherwise.

5. Refunds will, normally, be paid after the examination has taken place and the results have been issued. Refund cheques should be cashed in a timely fashion. If a refund cheque has not been cashed and another is required a replacement cheque may be issued. Please note, this can only be arranged once.

6. Fees are not normally transferable.

7. Application forms and Regulations governing each examination may be downloaded from the relevant pages on the examinations section of this web site.