



The Worshipful Society of Apothecaries of London

Black Friars Lane, London EC4V 6EJ

FACULTY OF THE HISTORY AND PHILOSOPHY OF MEDICINE AND PHARMACY

Terms and conditions: Course registration and Fee payment for attendees on the Courses
(Short courses and Diploma)

Course Fees – 2019-2020

Full Course		
Undergraduates	£600	Payable before the first day of the course.
Others	£875	
Taster Days/Independent Sessions	£80 per lecture day – A maximum of 2, on the first and / or second lecture days of the academic year only. N.B. The sums paid may be credited towards the full fee if an individual registers for a course.	
Missed Lectures	Lectures missed in the year for which registration has been made (or equivalent lectures if the titles are not available) may be attended in the following year. Two such days (which will be the equivalent to 4 sessions if attending missed sessions) may be attended without additional charge but thereafter a fee of £80 will apply for each additional day.	

Application acceptance

The application form and the terms and conditions must be completed and signed when applying.

If you are claiming undergraduate status, please include supporting documentation from your parent institution.

Fees and Payment

The full payment of the course needs to be made and cleared before attending the first session of the academic year. The Faculty accepts cheques, bank transfers and net funds bank transfers, all in sterling: we regret additional banking costs by other currencies needs to be paid by the applicant.

Cancellations and refunds

Cancellations should be made in writing.

Registered Charity Number 233234

Telephone: 020 7236 1189 Facsimile: 020 7329 3177

Email: Facultyhp@apothecaries.org Website: www.apothecaries.org

Cancellations received more than 14 days before the first day of the course will receive a full refund. We regret later cancellations will incur an administrative fee of £25.00, which will be deducted from the amount to be refunded.

Changing Course

Students who wish to transfer to another course within 4 weeks of the start of the course for which they have registered will be considered on a case by case basis. The outcome will depend in part upon whether there is a place available on the other course.

Attendance Requirement

Students will need to attend at least 70% of the course in order to sit the examination. Attendance is recorded using the signing-in sheets that are provided on each course day.

N.B. The regulations governing the respective Diploma examinations require that a course completion letter signed by the Course Director is obtained before entry to the examination can be approved – see the relevant Guide to the Diploma, available to download from the Examination section of the web site.

Data Protection Statement

The Faculty of the History and Philosophy of Medicine and Pharmacy collects relevant information about those who complete the application form. This personal information is used solely for the purposes of the administration of the courses, including verifying your qualifications with third parties. All personal information will be held by the Society of Apothecaries of London in accordance with the Data Protection Act 1998 and the Freedom of Information Act 1998. Please do not hesitate to contact the Faculty Manager on 020 7236 1189 if you have any queries about the information we hold about you.

If you are content for the Faculty to hold and process your data for the purpose of your association, please indicate your consent below:

I give my explicit consent for the Worshipful Society of Apothecaries and its Charities to hold and process data about me for the purpose of maintaining my association (please tick as applicable)

Yes

No

I give my explicit consent for the Worshipful Society of Apothecaries and its Charities to contact me regarding my association and about events and other matters of interest and importance to the Society (please tick as applicable). We will not send you third-party material.

Yes

No

Visual and/or audio recordings

The Faculty/organisers may make visual and/or audio recordings of lectures. The Faculty reserves the right to use these for promotional, management or educational purposes, in the United Kingdom and overseas. If you do not wish to appear in any of the photos please inform the photographer/organisers.

Registered Charity Number 233234

Telephone: 020 7236 1189 Facsimile: 020 7329 3177

Email: Facultyhp@apothecaries.org Website: www.apothecaries.org

Website

Diploma courses and short course attendees and students will have access to the History and Philosophy 'Course attendees' sections of the website. Access is granted for the attendee only and for use in relation to the course, and not for any other personal use, distribution or profit.

Signed..... BLOCK CAPS..... Date.....

Registered Charity Number 233234

Telephone: 020 7236 1189 Facsimile: 020 7329 3177

Email: Facultyhp@apothecaries.org Website: www.apothecaries.org