

BOOKING FORM

Orientation for Overseas Trained GPs & Practice Nurses



To register for a place on the NZLocums Orientation Course please complete this booking form and return it to ayumi@nzlocums.com

Preferred course date (see website) :	
Attendee's details	
Full name - as per passport	
Email address of candidate	
Are they a GP or Practice Nurse?	
Country departing from	
Arrival date in New Zealand	
Length of stay in New Zealand	
Employment/placement details	
Where will the candidate be working? (Practice name)	
Will the candidate have PRIME responsibilities?	
Will they be an employee or contractor?	
Will the candidate be paid by the practice or agency?	
Other	
Will the candidate be requiring an interview with MCNZ?	
Medical Council contact, if known	
IRD appointment required?	
Bank account required? <small>Appointment at BNZ bank will be arranged if required.</small>	
Recruitment agency's name, if applicable	
How did you hear about this course?	
Is accomodation required during the course?*	
Are there family members staying? <small>Please detail, and list ages of any children (info needed for hotel and museum tour). Extra costs incurred for family members will be on-charged to you.</small>	
Contact details for person making this booking (if different from Attendee)	
Full name	
Practice/organisation name	
Position	
Contact email address	
Contact phone	
*Course cost	
\$1800 +GST (Includes one room with three nights' at a nearby hotel. Check in Sunday, check out Wednesday. Price may vary as dependent on hotel availability.)	
\$1400 +GST (without accommodation)	
Signature <small>See T&Cs overleaf</small>	Date

Office Use Only			
Date received		Invoice this amount	\$ +GST
Inputted by		Date forwarded to Finance	

TERMS & CONDITIONS

Availability

NZLocums makes no guarantee as to the availability of places on a course prior to booking. When a form is submitted this does not automatically guarantee a space as bookings are made on a first come first served basis.

Booking process

Please return the completed booking form by email to ayumi@nzlocums.com or fax (04 472 0904). Upon return of this signed booking form we will invoice you and upon receipt of payment your place(s) will be confirmed.

Payment Terms

All applicable course fees must be paid in full to secure a place and admission to the course. Payment shall be made at least 15 working days prior to the course start date, or immediately if you make a late booking.

Discounts

We reserve the right to offer discounts on the fees on any basis we see fit.

Cancellation Policy

Cancellations must be received in writing 10 clear working days prior to the course.

- Cancellation received 10 working days before the start of the course - 50% refund will apply.
- Cancellations after this time and 'no-shows' on the day will be charged the full invoice amount.
- Participants who leave during a course are not entitled to a refund or another course.

NZLocums reserves the right to cancel courses if necessary due to circumstances out of our control. Every effort will be made to give attendees no less than 10 working days' notice of cancellation. NZLocums will not be responsible for any costs incurred due to course cancellation other than refunding any course fees already paid.

Accommodation

For attendees requiring accommodation, NZLocums has corporate rates. Bookings should be made directly with the course co-ordinator. A copy of the reservation will be sent to you. Any extra hotel costs should be paid by the attendee upon checkout and if this is not done we will invoice you to recover these costs.

Certificate of Attendance

A course certificate is given to the attendee on the last day of the course, recognising CME credits from the RNZCGP.

Liability

Attendees cannot bring any claim or legal action against NZLocums or the NZRGPN relating to participation in the course or from knowledge obtained during the course. The use of the information or documentation obtained during the course shall be at the user's sole risk.

Copyright / Intellectual Property Rights

The copyright in and all other intellectual property rights relating to the course documentation, and any other training materials, provided to you are the sole property of the presenters. Under no circumstances may the whole or any part of the course documentation be produced or copied in any form without the prior written permission of the owners.