

## 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](mailto:ayumi@nzlocums.com)

<b>Preferred course date</b> (see <a href="#">website</a> ) :	
<b>Attendee's details</b>	
<b>Full</b> name - as per passport	
Email address	
GP or Practice Nurse?	
Country <b>departing</b> from	
Arrival date in New Zealand	
Length of stay in New Zealand	
<b>Employment/placement details</b>	
Which Practice will the candidate be working?	
Which PMS is the practice using?	
Will the candidate have PRIME responsibilities?	
Will the candidate be an employee or contractor?	
Will the candidate be paid by the practice or agency?	
<b>Other</b>	
Will the candidate require a MCNZ meeting (online) to finalise their registration process during Orientation?	
Has the candidate got an IRD number?	
Recruitment agency's name, if applicable	
How did you hear about this course?	
Is accommodation required during the course?*	
Are there family members staying? <small>Extra costs incurred for family members will be on-charged to you.</small>	
<b>Contact details for invoice (if different from Attendee)</b>	
Full name	
Practice/organisation name	
Position	
Contact email address	
Contact phone	
<b>*Course cost</b>	
<input type="checkbox"/> <b>\$1970 +GST</b> (Includes one room with three nights' at a nearby hotel. Price may vary as dependent on hotel availability.)	
<input type="checkbox"/> <b>\$1400 +GST</b> (without accommodation)	
<input type="checkbox"/> <b>\$1200 + GST</b> (virtual orientation)	
<b>Signature</b> <small>See T&amp;Cs overleaf</small>	<b>Date</b>

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

## TERMS & CONDITIONS

### Availability

NZLocums & NZMedJobs 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](mailto:ayumi@nzlocums.com). 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 10 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 (unless special terms arranged in advance).

- 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 & NZMedJobs 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 & NZMedJobs 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 & NZMedJobs 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 & NZMedJobs 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.