

**Undergraduate Research Summer at the Institute 2020**

**PERSONAL DETAILS**

Surname First Name Title

|  |  |  |
| --- | --- | --- |
|  |  |  |

Date of Birth Sex Nationality E-mail

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

 Address

|  |
| --- |
|  |
|  |

Mobile

|  |
| --- |
|  |

Emergency Contact (incl. phone no.)

|  |
| --- |
|  |
|  |

Your home institution (School, University)

|  |
| --- |
|  |
|  |
|  |

Address during the course (please leave blank if not sure yet)

|  |
| --- |
|  |
|  |
|  |

Any health / mobility / special needs requirements

|  |
| --- |
|  |
|  |
|  |

**PLEASE SELECT WEEKS YOU WILL BE ATTENDING (circle**)

* Monday 22 June – Friday 17 July 2020 (4 week programme)\*
* Monday 22 June – Friday 14 August 2020 (8 week programme)\*
* Monday 22 June – Friday 14 August 2020 (8 week programme)\* - I want to be considered for a funded placement

\*The first week will be an intensive week of research in practice.

**Application Package**

**Please submit with this form:**

* Transcript
* Cover letter explaining why you want to do the programme and whether you want to be considered for a funded placement and why.
* 1 letter of recommendation that can either be sent with your application or emailed separately.

 **Payment Information**

A non-refundable DEPOSIT of £500 is to be paid as soon as your application has been approved. We will send you the link to pay.

Once your application and deposit payment are received you are committing to a place on the course. The place is guaranteed after the full payment has been made.

A full payment must be made by May 31, 2019.

**APPLICANT SIGNATURE**

*To the best of my knowledge the information on this application is accurate and complete. Data Protection Act 1998: I agree to UCL processing personal data contained on this form or any other data which UCL may obtain from me or other people or organizations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies or my health and safety whilst on UCL premises or for any other legitimate purpose. By signing this form you are agreeing to the Terms and Conditions.*

Name: .............................................................................................................................................................

Signature ....................................................................... Date ..............................................................

Please note that if you cancel your confirmed place on the course, a £500 deposit will not be returned.

Please send completed forms to: IoO.PGT@ucl.ac.uk

**Terms and Conditions**

1. Fees

1.1 Full payment of the course fees must be received prior to commencement of the course by the specified date. Your place on the course is not guaranteed until full payment is received.

3. Materials and equipment

3.1 Unless stated, the course fee does not include the cost of materials.

3.2 Details of any materials to be supplied by the students will be provided at the beginning of the course.

 4. Student cards

 4.1 Temporary visitor card to access the building will be provided to the Institute of Ophthalmology.

4.2 All other students will be given a card in order to enter and exit the building. These passes should be handed to reception at the end of the course.

5. Cancellation by us

5.1 Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received.

5.1.2 We reserve the right to:

5.1.3 amend or cancel courses

5.1.4 change course location

5.1.5 substitute lecturers and tutors.

5.2 If we cancel a course we shall give you at least one week’s notice and you will have the option of transferring to another course or of having a full refund of the course fees only. Refunds can take up to three weeks to clear.

5.3 We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of courses.

6. Cancellation by the participant

6.1 If you wish to cancel or transfer your place on a course your request should be made in writing (via letter or email).

6.2 If your written cancellation is received a month or more prior to the course start date, you will be entitled to a full refund, minus the £ 500 deposit.

6.3 If your written cancellation request is received within three weeks of the course start date, we are not able to offer you any refund or a transfer to another course.

7. Non-attendance

7.1 Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer.

7.2 However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.

8. Class postponement If a class is postponed for reasons for which we are responsible, including staff illness, we will make every reasonable effort to reschedule the class or to add the missed hours onto the remaining course classes.

9. Travel Please ensure that your place is confirmed and the course is running before you make any travel arrangements. We do not offer refunds for travel or accommodation costs.

10. Visas 10.1 All participants travelling from overseas are responsible for securing any visa required and should have their own travel/medical insurance. We recommend you contact the Embassy in your own country to check visa requirements before you book your course. We are unable to assist with visa applications. Visa letters can only be issued after we receive the full course fees.

10.2 If you cannot attend a course because you have not obtained a visa to enter the UK, no refund will be offered.

11. Insurance

11.1 If you are here for less than six months, please note you are not covered for National Health Service treatment in the UK. You are therefore required to obtain travel/health insurance from your own country.

12. Student Code of Behaviour

12.1 All students are expected to abide by the UCL Code of Behaviour. We ask that you treat each other, the staff and any property belonging to staff, other students, or the School and College with due respect, care and consideration.

13. English Language

13.1 All students whose first language is not English should have a reasonable proficiency in the English language, in order to fully benefit from the course.

14. Recording

14.1 Due to copyrights, and out of respect other participants, the use of audio and/or visual recording is not permitted during any course.

15. Force Majeure

15.1 We shall not be liable for any failure or delay in the performance, in whole or part, of any or our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control

Disclaimer: The information given above is accurate at the time of publication, however, The Institute of Ophthalmology, UCL reserves the right to cancel or amend the described courses as circumstances dictate.