

**Submit at least 3
weeks before exam**

Individual Modules Examination Booking Form

Important Note

This form should only be used for the following. Please tick to indicate which applies to you.

- re-sit (i.e. second or subsequent attempt at a module) - please enclose appropriate fee
- separate sittings, i.e. first attempt at a module for which you originally enrolled, where you have already attempted/passed other modules on another occasion - please enclose appropriate fee
- upgrade (i.e. first attempt at an additional module which wasn't part of your original enrolment with AMTRA) - you must have already enrolled and paid for the upgrade, and received your additional training manual. No fee, as paid for with upgrade enrolment (unless an exam re-booking fee is due because you previously withdrew from an exam within 4 weeks of the exam).

My SQP number is

Please tick the module(s) you wish to sit.

- | | |
|--|---|
| <input type="checkbox"/> BASE | <input type="checkbox"/> COMPANION ANIMAL |
| <input type="checkbox"/> VN CONVERSION | <input type="checkbox"/> AVIAN |
| <input type="checkbox"/> FARM ANIMAL | <input type="checkbox"/> VIVA (oral) |
| <input type="checkbox"/> EQUINE | |

Surname/Family Name _____

Forenames (in full) _____

Home Address _____

_____ Postcode _____

Employer name & telephone number _____

I wish to enter the following examination. I understand that the booking is subject to there being space. I understand that AMTRA reserves the right to cancel an exam if there are not sufficient people to make it viable. I agree to abide by the Rules and Regulations for AMTRA exams. I will notify AMTRA at least 4 weeks prior to the exam if I wish to withdraw from this exam, otherwise a fee will be charged — see attached payment form for fee details.

I need to pay the exam re-booking fee because I previously withdrew from an exam within 4 weeks of the exam, and have enclosed a cheque or filled in my credit card details — see attached payment form for fee details.

Examination Venue _____ Examination Date _____

Applicant Signature _____ Date _____

Amount of fee enclosed £_____. Payment is by cheque/credit/debit card

AMTRA will acknowledge receipt of your exam form with a pink postcard sent to your home address. If you do not receive this within a week of submitting your exam form (or within 3 weeks of the exam if that comes first) please telephone AMTRA.

AMTRA Individual Modules Examination Payment

Separate sittings

Fee for separate sittings, i.e. first attempt at a module for which you originally enrolled, where you have already attempted/passed other modules on another occasion: £95 (VAT exempt)

SQP re-sit fees

For SQP candidates making a second or subsequent attempt at any of the SQP modules involved in their original enrolment:

	Re-sit fee (VAT exempt)
one module	£170
two modules	£235
three modules	£290
four modules	£360
viva (oral)	£65

Note that these fees are more expensive than the first attempts since they don't include the funding from the Higher Education Funding Council which supports the original fees but which is only available to an individual once.

Upgrade fees

There is no separate exam fee for an upgrade (i.e. first attempt at an additional module for which you didn't originally enrol with AMTRA) — you must have already enrolled and paid for the upgrade, and received your additional training manual before sending back this exam booking form.

Withdrawal/cancellation fees

£50 fee if a candidate cancels (including failing to show for the exam) within two weeks of the exam.

£30 fee if a candidate cancels between 4 and 2 weeks prior to the exam.

Note that cancellation/withdrawal includes substituting one individual for another within the same company.

Although the fee is a cancellation/withdrawal fee, it is payable upon re-booking for a fresh exam.

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The fees above are exempt from VAT.

Please allow up to 14 days for processing.

AMTRA does not accept payments over the telephone, or BACS payments. We accept payments by cheque or by credit or debit card.

Please make any cheque payable to AMTRA Ltd, or if paying by credit/debit card (not AMEX or Diners) please provide this info:

Card num: _____ Start date: _____ Exp. date: _____ Issue no: _____

Name on card: _____ CCV code*: _____ Postcode ♦: _____ House num ♦: _____

*last 3 digits on signature strip on back of card

♦ include postcode & house number that card is registered to

These details will be securely destroyed once your payment has been processed.

Please return this form to:

AMTRA Ltd, 1c Windmill Avenue, Woolpit, Bury St Edmunds, IP30 9UP
Fax: 01359 242569 Email: info@amtra.org.uk

Animal Medicines Training Regulatory Authority Ltd is registered in England No. 2140832

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We will acknowledge your exam booking by way of a pink postcard. If you've not received this within 7 days (or 3 weeks before the exam date if that comes first), please telephone the AMTRA office.