



Conditions Governing the Submission of Applications, Payment of Fees and Refunds

Please read all information contained in this document prior to submitting an application to the College.

1. The application form for each examination must be submitted no later than the published closing date for the examination concerned. The application must be accompanied by payment details for the full fee (see note 3) and by such certificates as required. Copies of certificates will be accepted only if either a Consultant, or another individual holding an official position in the hospital or workplace, has endorsed these, or if they have been endorsed by a notary public to the effect that they are accurate copies of the original documents. Endorsed (or attested) copies must bear an original signature and official stamp. Official English translations from a translation agency will be required for stamps or certificates that are not in English.
2. The published closing date for each examination is final. Allowances will not normally be made for postal or other delays. Late or incomplete applications will not be accepted.
3. Fees may be paid by cheque or bank draft (payable to: The Royal College of Physicians and Surgeons of Glasgow), credit card or debit card, as follows:

Cheque or bank draft payments: applicants must submit the full fee with their application form. Please note that, should your payment fail, a standard administration fee of £20 (inc. VAT) will be applied. This fee must be paid prior to submitting an application for any future examinations.

Credit or debit card payments: applicants must complete the payment form indicating this method of payment: once the application is accepted, a link will be issued by email with instructions on how to pay the full fee online.

Examination and diploma fees are reviewed annually. It is the responsibility of candidates to ensure that the correct examination fee is submitted to the College, along with any outstanding amounts owed, by the examination closing date.

4. Candidates wishing to withdraw from an examination must do so in writing. Those who withdraw before the examination closing date are required to pay 20% of the examination fee. Those who withdraw after the closing date are required to pay the full examination fee.

These conditions apply to all examinations unless the specific Examination Regulations state otherwise.

5. Refunds will normally be paid after the examination has taken place and results have been issued. Refunds will be paid by bank transfer or returned to the credit or debit card used to pay the examination fee.
6. Fees are not normally transferable.
7. Examination Regulations governing each examination and application forms may be downloaded from the relevant section of the website.