# RNIB Certificate in Contracted Braille (UEB)

# Application form

Please ensure you complete all sections of this application form. It is important payment is made before this form is submitted. Any incomplete forms may delay your application.

## 1. Date of course required

May:

October:

## 2. Your details

Title:

Name:

Home address:

Post code:

Daytime telephone number:

Home telephone number:

E-mail address:

## 3. Preferred reading format

Please answer yes to your preferred choice below.

* Standard print (Arial size 14):
* Large print (please state font size):

## 4. Special conditions

If appropriate, please specify below any special conditions you may have, such as dyslexia. (Note, however, that you may be requested to supply medical evidence of any mentioned conditions):

## 5. Payment details

Date payment made via online shop:

Order number:

## 6. Student declaration

I declare that the information provided on this form is correct to the best of my knowledge. I have read the course outline and I agree to its content and the terms and conditions as stated. I understand that I will need to download the RNIB-provided software and use it to complete my course assessments and the final exam. I further declare that (please answer yes to all that apply):

* I am competent in English:
* I am able to commit to regular home/personal study or have time release from work:
* I agree to receiving all course materials electronically and am competent in the use of compressed (zipped) PDF files:

**Signature:**

**Date:**

□ Please tick here if you are happy to receive further information on other RNIB braille courses.

**Please ensure your application is completed in full and send by email to:** [braillecertificate@rnib.org.uk](mailto:braillecertificate@rnib.org.uk)

## Terms and conditions

* Applications will be acknowledged within two weeks of receipt.
* Fees must be paid prior to the start of the course and no course materials will be dispatched until the receipt of payment. RNIB reserves the right to impose a charge of £75 for places cancelled after the application deadline of the course.
* Students are required to complete the course units and sit the examination within the given timeframe. Extensions for each unit will only be considered if made in writing and will not be granted for periods longer than three months. Only two extensions will be permitted on the course. If, due to extenuating circumstances, a longer period away from study is required, application in writing with supporting evidence must be made. Reasons might include:
* Serious personal illness (or serious illness of an immediate family member)
* Bereavement
* Maternity/paternity leave
* It is not possible to extend registration on the course because of other reasons such as pressure at work, moving house, etc.
* RNIB accepts no responsibility for the free software provided, this is installed at the user's own risk. RNIB provides no technical support for this software.
* Except in the case of fraud or personal injury resulting from an act or omission by RNIB the maximum liability of RNIB to the student shall be capped at the price you have paid for the course and in particular RNIB shall not be liable for any indirect, economic or consequential loss the student may suffer.
* Training materials provided are copyrighted and are for the student's personal use only.