

ARPS BOOKING FORM

FOR OFFICE USE ONLY

Received Date: Return Method

Booking Confirmation Date:

Overseas Courier Personal Collection

UK Courier (£18 paid) Non Return

i All fields are mandatory
 Please Complete in **BLOCK CAPITALS**

1. PERSONAL DETAILS

Non Member Membership Number Date of Birth Mrs Mr Ms Miss Dr

First Name(s) Surname

Current Distinction (if applicable) Date Gained

Address City

County

Country Postcode

Contact Number E-mail

Name to appear on Certificate

2. ASSESSMENT INFORMATION

Preferred Assessment Date Category

Attending Not Attending (Please check www.rps.org/distinctions/events for availability)

3. FORMAT

Prints

I confirm that my PRINT submission will arrive at Fenton House, Bath at least 14 days prior to the assessment date.

I wish to bring my PRINT submission and collect it on the assessment date.

Images for Screen

I confirm that my IFS submission will arrive at Fenton House, Bath at least 14 days prior to the assessment date.

Books

I confirm that my BOOK submission will arrive at Fenton House, Bath at least 14 days prior to the assessment date.

i On receipt of this *Booking Form*, an email of confirmation will be sent to the email address stated above. You will find the *Submission Details Form* attached to the confirmation email. This must be completed and returned with your submission.

4. DISTINCTIONS TERMS & CONDITIONS

Receipt of your application

On receipt of your application form, we will confirm via email that you have a place on the assessment day. We will also include further information that will help you. Incomplete forms may result in a delay in processing of the application.

Submissions

Applicants may make only one submission to a particular Distinctions Panel at any time (multiple submissions in the same category at the same time by an individual will not be accepted).

Images

Submitted images cannot have been previously presented for a successful LRPS/ARPS/FRPS panel.

Retention of work

The Society reserves the right to retain your portfolio after the of assessment date.

Non Return Portfolios

If you choose not to have your portfolio returned, it will be disposed of one month after the assessment date.

Care of your Portfolio

All reasonable care will be taken of your submitted portfolio, but The Society will not be responsible for any loss or damage whilst in its care or in transit.

Panel decisions

All portfolios that the Panel or Fellowship Committee consider to meet the required standard need to be ratified by the Distinctions Advisory Board and the Society's Council, and it is Council who finally award the Distinction. This is usually within 14 days of the assessment. Once ratified, you will receive a letter of confirmation and a Certificate under the Seal of the Society, signed by the President. You will also receive a lapel badge and a digital file containing the Society's Distinction emblem which can be used on your personal stationery. You are entitled – and encouraged – to use the letters LRPS/ARPS/FRPS after your name. Unfortunately, not everyone may be recommended. Applicants will normally be notified of the decision within two working days. Within 28 days of the assessment, all applicants who have not been recommended will receive a feedback letter giving the reasons for the decision. Whenever possible, you will be given the opportunity to receive help and advice from a member of the Panel.

Copyright and Reproduction

The applicant must own the copyright to, and be the creator of, all the photographic elements in a submission. No third party images may be used in the majority of categories. A limited number of third party images may be used in Multimedia submissions. Third party images can be used in Research, Education and Application of Photography submissions; and in Creative Production applications. The Society may copy, publish and use successful applications for helping other potential applicants and promoting the Distinctions. Copyright of the images remains with the applicant and all work will be attributed. The Society will not use an image outside these uses without your permission.

Original files

The Society reserves the right to request the original file, negative or transparency of any image used in a Distinctions application.

Cancellation Policy

After submitting your application form, if for any reason you are unable to send your submission or need to make other changes, please e-mail the relevant level lrs@rps.org or arps@rps.org or frps@rps.org.

Any cancellations or change requests must be made via e-mail. If you cancel/defer within 14 days of your assessment date you will be fully charged for the assessment. We are unable to offer a refund or deferral. You can request once only to cancel/defer 15 days or more prior to your assessment, without any charge, but all future requests will incur a £25 administration charge.

Review procedures and disputes

The decision of the assessment panel is final. However, if a candidate feels that there is any question as to whether the assessment process has been correctly adhered to, they can ask the Society to review their application. All such requests must be made in writing within four weeks of receipt of the feedback letter, outlining fully the substance of the applicant's case. In such cases, the Chair of the Distinctions Committee will initially assess the case, and decide if the complaint merits further review. If that is the case, the Distinctions Committee will appoint a moderator to investigate and report to the Distinctions Committee for a decision. In such cases, the decision of the Distinctions Committee will be final.

Certificate and using the LRPS/ARPS/FRPS

Extract from the By-Laws of The Royal Photographic Society of Great Britain.

A Certificate, under the seal of the Society, shall be issued to all who are admitted to its Licentiate, Associate or Fellowship; but in all cases, such Licentiate, Associate or Fellowship shall be personal to the individual member, and shall not be used as part of the registered name of any company or corporate body or any business whatsoever. The Certificates granted by the Society evidencing the admission of any person to Licentiate, Associate or Fellowship, as the case may be, shall be the sole property of the Society and Certificates shall be held by members only so long as they remain Licentiates, Associates or Fellows and, upon ceasing to be such, the Certificates shall be returned at once to the Society.

Membership

Distinctions are only awarded to members of the Society. If you are a member, you must ensure your current subscription is paid. If you are not a member, it is mandatory that the Non-Member section on the application form is completed. This will only be processed if you are successful.

Rules of the Society

I confirm that the above information is correct and the Society reserves the right, if it is considered desirable, to seek further information before assessing the application. The giving of false or incomplete information will nullify any Distinction that may otherwise have been awarded. Should I cease to be a paid-up member of the Society, I will return the Certificate and no longer use the title.

Model release form

For the majority of portfolio submissions there is no requirement for an applicant to provide a release form where images make use of models. Should the Society wish to show a portfolio publicly, outside of an assessment, or reproduce it online or in the RPS Journal it may require a copy of a model release form. In rare cases, at the Society's sole discretion, and before an submission is accepted it may require an appropriately signed release form(s) covering all individuals who are the subject of the images submitted. If you have any questions please contact: distinctions@rps.org

DISTINCTIONS TERMS & CONDITIONS

I agree to uphold The Society's Code of Conduct (www.rps.org/member-code-of-conduct)

I agree to abide by the Distinctions Terms & Conditions and accept that the decision of The Panel is final

Signature of Applicant: _____

Date:

5. MEMBERS APPLICATION

[All Prices Valid until 31/12/ 2018]

Membership Number

Standard Application Fee

£100

Full time Student/25 & Under/Disabled (proof of Status Required)

£50

6. NON-MEMBERS APPLICATION

[All Prices Valid until 31/12/ 2018]

Standard Application Fee

£143

Full time Student/25 & Under/Disabled (proof of Status Required)

£71.50

NON-MEMBERS PLEASE NOTE

In order to hold a Society Distinction, you must also be a Society Member.

If you are not currently a member, please also complete the Membership Application Form on Page 4.

7. SEAT ALLOCATION

[All Prices Valid until 31/12/ 2018]

If you're *attending* on the assessment day, 1 seat will be automatically allocated for the applicant.

Additional Seats (maximum of 2 per applicant)

Member Guests (£FREE)

Non-Member Guests (£10 each)

Please supply Guest Membership Numbers

Total

1. 2.

8. RETURN POSTAGE

[All Prices Valid until 31/12/ 2018]

UK

£18 Mainland UK courier* (up to 10kg)

Non Return

Personal Collection

OVERSEAS

Courier**

Non Return

*Maximum claim for loss of portfolio is £50

**Payment will be debited from your credit card for the return of your Portfolio up to the value of £90. If postage is over £90, your authorisation will be requested. When paying by PayPal, please also include card details so that return postage can be taken

Total

9. PAYMENT METHOD

CHEQUE Please make cheques payable to The Royal Photographic Society

PAYPAL Please pay distinctions@rps.org. In the message box please type your name then ARPS followed by your assessment date e.g. Jo Bloggs ARPS DDMMYY

CARD Visa/Mastercard/Maestro number - - -

Expiry Date (MMYY)

Overseas applicants are requested to make payment in sterling.

10. CHECKLIST

Page 1

- 1. Personal details completed
- 2. Assessment information completed
- 3. Format completed

Page 2

- 4. Distinctions Terms & Conditions signed

Page 3

- 5. Members application (if applicable)
- 6. Non-Members application (if applicable)
- 7. Seat allocation completed
- 8. Return postage completed
- 9. Payment method completed

Page 4 (if applicable)

- 11. Membership application completed
- 12. Membership subscription rate stated
- 13. Payment method completed
- 14. Gift Aid

PLEASE RETURN THIS FORM TO:

The Distinctions Department, The Royal Photographic Society, Fenton House, 122 Wells Road, Bath, BA2 3AH
OR Email: arps@rps.org

FOR OFFICE USE ONLY

Database Record Distinction Received Date:

11. MEMBERSHIP APPLICATION

Mrs Mr Ms Miss Dr Date of Birth

First Name(s) Surname

12. MEMBERSHIP SUBSCRIPTION RATES

* Proof of Status or Age Required

Individual (UK) **£120** Family **£180** Overseas **£108**

65 & Over **£90*** 25 & Under **£55*** Student **£55*** Disabled **£55***

13. PAYMENT METHOD

I enclose a cheque made payable to *The Royal Photographic Society* for

I authorise The Society to debit my Visa/Master/Maestro card for the sum of

Visa/Mastercard/Maestro number - - -

Expiry Date (MMYY)

Would you like to become a member of The Society regardless of the outcome of the panel meeting? Yes No

i If YES, your membership application will be processed before the Assessment
 If NO, your membership application will only be processed upon your submission being recommended

14. GIFT AID

- Use Gift Aid and you can make your subscription worth more.
- For every pound you give to us, we get an extra 25 pence from HM Revenue and Customs
- Just tick the box. It's that simple.

giftaid it

I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to The Royal Photographic Society.

I am a UK tax payer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid Claimed on all my donations in that tax year it is my responsibility to pay any difference.
 Please notify us if you want to cancel this declaration, change your name or home address, or no longer pay sufficient tax on your income and/or Capital Gains.



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the whole form using a ball point pen and send to:
 The Royal Photographic Society, Fenton House, 122 Wells Road, Bath BA2 3AH UK

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode:

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Service user number

Reference

FOR THE ROYAL PHOTOGRAPHIC SOCIETY OF GREAT BRITAIN OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.

I would like to pay by direct debit (tick as appropriate) Annually Monthly

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY

Please pay The Royal Photographic Society of Great Britain Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Royal Photographic Society of Great Britain and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT. THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER.



THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Royal Photographic Society of Great Britain will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Royal Photographic Society of Great Britain to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by The Royal Photographic Society of Great Britain or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when The Royal Photographic Society of Great Britain asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.