



APPLICATION FORM

FOR OFFICE USE ONLY

Application Received Date:

Confirmation sent Date:

Payment Method:

Return Method:

Return Postage Paid

Hanging/Sequence plan

FOR ASSESSMENT USE ONLY

Recommended

Not Recommended

Referral

Resubmission

AD Web

Image

Assigned to

Chairperson Signature _____

All fields are mandatory, they have to be filled out even if it not applicable (i.e. please write N/A)

Please complete in **BLOCK CAPITALS**

PERSONAL DETAILS

Society Membership Number:

Mr/Dr/Mrs/Miss/Ms:

First name(s):

Surname:

Address:

Postcode:

Contact Number:

Email Address:

Date of Birth:

Name to appear on certificate:

ASSESSMENT INFORMATION

Preferred Assessment date: / / DD / MM / YY (please check www.rps.org for availability)

Attending and collecting submission Not attending

FORMAT

Prints

- I confirm that my submission will arrive at Fenton House, Bath at least 14 days prior to the assessment date and will include two copies of the hanging plan.
- I wish to bring my submission on the day of the assessment and will include two copies of the hanging plan.

Images for screen

- I confirm that my images will arrive at Fenton House, Bath at least 14 days prior to the assessment date and will include two copies of the sequence plan.

Books + three prints

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

PREVIOUS SUBMISSIONS

Have you previously applied for a Society Distinction? **Yes** **No**

Please enclose copies of any feedback and sequence/hanging plan(s) from previous advice or submissions.

ADVICE & GUIDANCE

Have you attended or going to attend an RPS Advisory day?

Date and Location

Have you received advice from a current Panel Member?

Name of Panel Member

Have you received advice from any other source?

If **YES** to any of the above, what was the advice? Please also indicate if you have had assistance with any aspect of your submission. e.g. Selection of Subject, Composition & Design, Presentation, Post Processing etc. (NB. If any of the images were taken in a group context, please give details below).

(If more space is required please use an additional A4 sheet of paper)

PLEASE NOTE: You must notify The Distinctions Department via email lrps@rps.org of any changes to the information above prior to your assessment date. Failure to complete this section accurately could result in disqualification and loss of the entry fee.

PAYMENT

[Prices valid until 31/12/2016]

I enclose a remittance/authorise you to charge my credit card to cover the following:

MEMBERSMembership Number: Standard Application Fee £60.00 Full time Student/Under 25/Disabled (Proof of Status Required) £30.00 # Guest Ticket(s) Member (maximum of 2) £FREE# Guest Ticket(s) Non Member (maximum of 2) £10.00 each SUB TOTAL **NON-MEMBERS**Standard Application Fee £70.00 Full time Student/Under 25/ Disabled (Proof of Status Required) £35.00 # Guest Ticket(s) Member (maximum of 2) £FREE# Guest Ticket(s) Non Member (maximum of 2) £10.00 each SUB TOTAL **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 the following page.

RETURN POSTAGEUK UK courier* (up to 10kg) £18.00 Personal Collection Non Return OVERSEAS Courier** Non Return

*Maximum claim for loss of portfolio is £75

** 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.

TOTAL **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 LRPS followed by your assessment date e.g. Jo Bloggs LRPS DDMMYY **CARD** Visa/Mastercard/Maestro number: ---Expiry Date (MMYY): CVC (3 digit security code):

Overseas applicants are requested to make payment in sterling by means of a credit card, an International Money Order or Bankers Draft drawn on a UK Bank.

CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Personal details completed | <input type="checkbox"/> Terms & Conditions signed |
| <input type="checkbox"/> Advice & Guidance section completed | <input type="checkbox"/> Membership application completed (only relevant to non-members) |
| <input type="checkbox"/> Assessment information completed | <input type="checkbox"/> Payment details completed |
| <input type="checkbox"/> Additional information attached (if applicable) | <input type="checkbox"/> Return method stated |

POSTAL APPLICATIONS SHOULD BE FOR THE ATTENTION OF:Distinctions Department The Royal Photographic Society Fenton House, 122 Wells Road, Bath BA2 3AH
www.rps.org e: lrps@rps.org t: +44 (0)1225 325733

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 Board 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 lrps@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 normally 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 Advisory Board will initially assess the case, and decide if the complaint merits further review. If that is the case, the Distinctions Advisory Board will appoint a moderator to investigate and report to the Distinctions Advisory Board for a decision. In such cases, the decision of the Distinctions Advisory Board 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, Associateship or Fellowship; but in all cases, such Licentiate, Associateship 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, Associateship 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 Licentiate, 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.

CODE OF CONDUCT

I agree to uphold the Society's [Code of Conduct](http://tinyurl.com/memberscodeofconduct) (<http://tinyurl.com/memberscodeofconduct>).

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

Signature of Applicant _____

Date _____

YOU ARE ADVISED TO RETAIN A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS

MEMBERSHIP APPLICATION INFORMATION FOR OFFICE USE ONLYMembership number: Distinction: **MEMBERSHIP SUBSCRIPTION RATES** (tick as appropriate)

[Prices valid until 31/12/2016]

Would you like to become a member of The Society regardless of the outcome of the panel meeting? Yes No Member (UK) £118 Family Membership £171 Member 65 & Over £88 (enclose proof of age) Overseas Member £106 Member 25 & Under £55 (enclose proof of age) Student Member £55 (proof of status required) Disabled Member £55 (proof of status required)**MEMBERSHIP APPLICATION** - Please post the original of this form if paying by direct debit to the address below

Please complete this form indicating your preferred payment method and return to the Distiction Department

Mr/Dr/Mrs/Miss/Ms:	First name(s):
Surname:	Date of Birth:
Address:	Postcode:
Contact Number:	Email Address:

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): CVC (3 digit security code): **PLEASE TREAT AS GIFT AID DONATIONS ALL QUALIFYING GIFTS OF MONEY MADE:***giftaid it*Please tick one box only: For the last four years, this current year and future years until I notify you otherwise Or, just for the current year and future years until I notify you otherwise Or, just for the current year

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each applicable tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

**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.