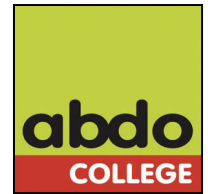


# Application for Fellowship Dispensing Diploma: Year 2

## Guidance Notes



Please read the following carefully. By signing the course application form, you are agreeing to the following terms and conditions.

### **Right of admission**

Acceptance to the second year of the diploma is conditional on passing your first year theory examination (PQE Theory). It is highly recommended that you apply for the course as early as possible; we will process your application but hold it as provisional pending the results of the examinations. If you are then unable to progress into the second year (due to exam failure) you will be entitled to a full refund of course fees.

### **Submission of assignments**

All students should be aware that if their work is submitted late, reduced or no marks will be allocated. Students unable to achieve course schedules will be withdrawn with no refund.

### **Resignation/withdrawal from course studies**

If a student withdraws after registration but before the third assignment is due, £200.00 will be deducted from any refund to cover administration costs. No refund will be given if the student withdraws or is withdrawn after the third assignment date. ABDO College DLI will only accept withdrawals directly from the student and will not action requests from Practice Managers or Supervisors. All withdrawals must be made using the form provided or in writing.

### **CD Rom**

Registered copies of the CD Rom are non-refundable. The cost of the CD Rom includes one security key only.

### **Block release course studies**

All ABDO College students in the UK and the Republic of Ireland are required to attend ABDO College for four weeks study each academic year. Failure to attend for your block will result in removal from the course.

### **Practical experience**

All students should note that it is a requirement of the course to be working in a dispensing practice for a minimum of 30 hours per week while undertaking the Fellowship Dispensing Diploma course. This must be under the supervision of a suitably qualified person. Students must not practice as a trainee dispensing optician unless supervised accordingly.

### **Overseas students**

Please ensure that you state your full practice address (not a PO Box number). This is required for courier delivery of assignments. UK block release study is optional for overseas students.

### **ABDO membership subscription**

All ABDO College students must retain their student membership of the ABDO.

### **GOC student registration**

All UK and Republic of Ireland students must retain their student registration with the General Optical Council. Forms are available from [www.optical.org.uk](http://www.optical.org.uk).

### **Overseas students**

Please ensure that you check with your own regulatory body before starting this course.

Malaysian students must also retain membership with MAPO ([www.mapo.org.my](http://www.mapo.org.my))

South African students must retain membership with HPCSA ([www.hpsca.co.za](http://www.hpsca.co.za))

### **Course fees**

Course material will not be despatched until fees are paid in full. It is the student's responsibility to arrange the payment of course fees.

All fees are subject to change.

In the event that you are not accepted onto the course, a full refund will be issued.

Fees for academic year 2011-2012 are:

UK —£1795

Eire —£1895

Overseas —£1895

Late entry fee—£100

Withdrawal fee—£200

### **Application deadline**

The application form with all necessary enclosures should be received by ABDO College no later than 17<sup>th</sup> August 2011. Failure to meet this deadline will result in a delay in the processing of your application and the despatch of your course material. Applications received after this deadline will incur a late entry fee of £100.00.

### **Return address**

Please send your completed application pack to:

ABDO College

Distance Learning Institute

Godmersham Park

Godmersham

Canterbury

Kent

CT4 7DT