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25th August 2015

Dear Prospective Candidate

**FOUNDATION LICENCE COURSE – October 2015**

We will be holding a Foundation Licence course at the 7th Banstead Scout HQ, Banstead, Surrey SM7 1DA on the following dates:

Saturday 3<sup>rd</sup> October 2015 - Training day 1

Sunday 4<sup>th</sup> October 2015 - Training day 2

Saturday 10<sup>th</sup> October 2015 am - Revision / exam techniques & quiz (optional but recommended)

Saturday 10<sup>th</sup> October 2015 1.30pm for 2pm start– Foundation Licence examination.

There is a charge of £27.50 for the examination with an additional charge made for training material and for room hire, tea / coffee etc. There will be no charge for the instructors for the course as they are volunteers from the Sutton and Cheam Radio Society.

The total cost for the examination and the course will be £55.00 (£45.00 if under 18 years of age), please pay this by a cheque, cash or postal order made payable to Sutton & Cheam Radio Society and return to me together with the completed EX200 form - (Please ensure that Section B is signed and dated).

Although the examination fee can now be paid directly to the Radio Society of Great Britain by credit or debit card, we would prefer that you did not do this, as it makes it much easier for us to manage if everyone pays by cheque. If you do choose this option it will be your responsibility to provide evidence of the payment to the RSGB along with a cheque for the balance of the course fee.

There is a tear off slip at the bottom of this letter, please fill it in and return it to myself at the above address along with your cheque and the RSGB application form by **SUNDAY 13th September 2015**. Early application is advised as our exam space is limited to 15 candidates. Places will be allocated on a first come, first served basis.

**Terms & Conditions**

1. **You MUST attend for the whole day on both the 3<sup>rd</sup> and 4<sup>th</sup>.** There are practical assessments throughout the course and without these completed you will not be permitted to sit the exam. There will be no time to 'catch up'
2. **Exam fees cannot be refunded under any circumstances once paid.**
3. **Course fees cannot be refunded after the course has begun.**
4. Attendance on the morning of the 10<sup>th</sup> is optional however it is strongly recommended.
5. **You must be on site by 1.30pm October 10<sup>th</sup> in order to sit the exam at 2pm.**
6. **You are able to provide an acceptable form of ID for the exam. (see attached note)**

If you have any questions on the course and its contents, or the examination please telephone me and I will try and help you. Further details will be sent on successful application, confirming times etc.

Kind regards  
Neil Horton M0ZEY

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I would like to enrol on the Foundation Licence Examination Course – October 2015.

Please ✓ the ☐ below and return by **Sunday 13th September 2015 at the latest.**

**Please print clearly.**

☐ I understand and agree to abide by the terms and conditions stated above.

☐ I have enclosed a cheque for £55.00 (£45.00 if under 18) made payable to SUTTON & CHEAM RADIO SOCIETY

☐ I have enclosed the RSGB examination form EX200 - (Please ensure that Section B is signed and dated)

**OR**

☐ I have enclosed evidence of my card payment of the £27.50 exam fee directly to the Radio Society of Great Britain

☐ I have enclosed a cheque for £27.50 (£17.50 if under 18) made payable to SUTTON & CHEAM RADIO SOCIETY

Name \_\_\_\_\_ Age (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Contact Telephone No. \_\_\_\_\_ Contact e-mail address \_\_\_\_\_

Postal Address \_\_\_\_\_