



Please return this form with fee to:  
 The Education Department,  
 BHS, Abbey Park, Stareton,  
 Kenilworth, Warwickshire, CV8 2XZ  
 Tel: 02476 840508 Fax: 02476 840501

# RIDING & ROAD SAFETY

## APPLICATION FORM

### Cost of the R&RS Test:

2015 Complete exam fee for  
 all R&RS exam candidates £ 52.00

For unit only registrations, please tick  
 relevant boxes on the form attached.

Please make cheques payable to the BHS

FOR OFFICE USE ONLY: CENTRE: DATE:	CENTRE: DATE:
CENTRE: DATE:	CENTRE: DATE:

BHS MEMBERSHIP NO : \_\_\_\_\_

MR / MRS / MS / MISS / OTHER \_\_\_\_\_

SURNAME \_\_\_\_\_ Maiden Name \_\_\_\_\_

FIRST NAMES IN FULL \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_ Tel: \_\_\_\_\_

OTHER ADDRESS (To which any correspondence should be sent)  
 \_\_\_\_\_  
 \_\_\_\_\_ Tel: \_\_\_\_\_

Date of Birth \_\_\_\_\_ (Minimum age - 12 years)

Unique Learner No \_\_\_\_\_  
*(if applicable)*

Date and Centre required:

1st Choice: \_\_\_\_\_  
 \_\_\_\_\_

2nd Choice: \_\_\_\_\_  
 \_\_\_\_\_

Fee Enclosed: £	Receipt Required YES/NO
Date Received: CREDIT/DEBIT CARD <i>(Give details inc. expiry date, security code and issue no. or valid from date, where applicable)</i>	
INVOICE	
CHQ.	
P.O.	
CASH	
From:	

Please refer to the "Exam Bookings - Terms and Conditions" section on the reverse of this application form. Especially with regards to cancelling or transferring exam dates.

All personal information including examinations results and qualifications will be held in accordance with the Data Protection Act of 1998. Data may be released to the Regulatory Authorities and to government departments and agencies, prospective employers, training providers and educational establishments.

I have received/will be receiving the minimum recommended road safety training and understand that I cannot be examined by the person who has trained me. Should this happen my Riding and Road Safety qualification is likely to be withdrawn.

**THIS FORM MUST BE SIGNED:** This is to certify that I take the examination at my own risk, that in the event of my receiving an injury I have no claim against EQL or The British Horse Society, and I accept that the Assessors' decision is final.

Signed: \_\_\_\_\_ *applicant or parent/guardian if applicant is under 16 years of age*

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

## Riding & Road Safety - continued:

**Pre-requisites** - Minimum age of 12 years

Please complete as appropriate:

- I confirm that the Test Venue know I wish to take the test on this date
- I will be taking the test on a horse from the Test Venue
- I will be taking the test on my own horse and understand that I am required to have relevant **public liability** insurance
- I have made arrangements to hire/borrow a horse privately and understand that I am required to have relevant **public liability** insurance

Riding & Road Safety Training Dates - From: \_\_\_\_\_ To: \_\_\_\_\_

Number of training hours (total) \_\_\_\_\_

Training Venue and Address: \_\_\_\_\_

### EXAM BOOKINGS - TERMS AND CONDITIONS

- DRESS:** A properly well-fitted hat to current BSI or Euro standard must be worn. It is **strongly recommended** that hats should have shock absorbing material down to the lower rim. Body Protectors are mandatory in some examinations. **Candidates are strongly advised to read the 'Guidelines on Dress for Examinations' (available from the Education Department).**
- BOOKING CONFIRMATION:** Candidates will receive written notification of an examination date/venue. Candidates who do not receive written confirmation within 10 working days are asked to contact the Education Department as failure to arrive at an examination may result in loss of exam fee. Exams close at least 10 working days prior to the exam date, applications received after the closing date will not be accepted.
- RETIRING FROM EXAMINATIONS:** Candidates who are well below standard may be asked to retire from the examination by the Chief Assessor, to avoid risk of an accident to candidates and/or to school horses (applicable for all examinations).
- BAD WEATHER CONDITIONS:** Candidates are advised that in the event of ice, snow or flood, examinations may be cancelled or postponed. Whilst the Education Department will try to notify all candidates, candidates are advised to telephone the centre the day before if there is doubt in view of the weather. If the examination does take place, candidates who fail to arrive for any reason (and this includes the weather conditions), are liable to forfeit their fee. Candidates are, therefore, advised to bear this point in mind when choosing to book their examination during the winter months.
- EXAMINATION CANCELLATIONS:** All examinations are subject to cancellation/alteration/postponement should circumstances prove necessary. The Education Department will make reasonable endeavours to provide candidates with 10 working days notice in the event of their exam being cancelled, altered or postponed. However, there may be circumstances when it is not possible to provide 10 working days notice. In the event of cancellation/alteration/postponement, the Education Department will use their reasonable endeavours to offer a candidate a suitable alternative booking. If the candidate chooses not to accept the alternative booking a full refund of the exam fee will be provided. The Education Department is unable to reimburse costs, other than the exam fee (e.g. travel, flight/rail tickets or accommodation) and candidates may wish to arrange independent insurance to cover their costs in the event that an exam is cancelled, altered or postponed.
- CONDITIONS FOR CANCELLING OR TRANSFERRING EXAMINATION BOOKINGS:** The following notification in respect of cancelling or transferring exam bookings is applicable to all examination applications. In all cases, written notification must be made to the Education Department and should be accompanied by the appropriate fee and medical certificate where applicable.

**Stage 1, Stage 2, Stage 3, PTT, Riding and Road Safety, Equestrian Tourism** = Candidates are required to give a minimum of four weeks written notice before the exam date if they wish to transfer their examination or obtain a part refund. Candidates wishing to cancel/transfer within four weeks of the exam date will forfeit their examination fee unless on medical grounds - see Medical Refunds.

**Stage 4, Int. Teach, BHS SM and E & C** = Candidates are required to give a minimum of eight weeks written notice before the exam date if they wish to transfer their examination or obtain a part refund. Candidates wishing to cancel/transfer within eight weeks of the exam date will forfeit their examination fee. **Candidates wishing to cancel on medical grounds within four weeks of their examination date will forfeit their fee.**

**Refunds:** Candidates will be refunded 50 percent of the original exam fee. Subject to the above conditions.

**Transfers:** Candidates wishing to transfer to another examination will be charged a transfer fee of 25 percent of their original fee. (Subject to the above conditions).

**Medical Refunds (STAGE 1, 2, 3, PTT, R&RS and EQUESTRIAN TOURISM ONLY):** Candidates who are unable to attend their examination due to medical reasons are required to forward evidence of this (i.e. doctor's note/medical certificate), no later than **five working days** after the intended examination date, along with a fee of 25 percent of their original exam fee in order to obtain another exam booking. Alternatively, 75 percent of the exam fee will be refunded.

- All Exam results and certificates will be sent by post, results will not be issued on the exam day (except for the Riding and Road Safety test, where candidates will be given their result sheet on the day). The Education Department regrets it is unable to give out results over the telephone or by e-mail, therefore please allow **10 working days** for delivery before contacting the office. Riding and Road Safety certificates will be sent to candidates within four weeks of the test date.
- Assessments carried out in the UK and Ireland will be conducted in the English language.
- Candidates may not take any practical examination if they are pregnant.
- MEDICAL CERTIFICATES:** Assessors are unable to accept any medical certificates produced by candidates on the day. If a candidate wishes an injury or disability to be taken into account by the Assessors, they should complete the Reasonable Adjustments questionnaire, and return along with a medical certificate or official report confirming their injury or disability. **The Education Department must receive these documents at least four weeks before the intended examination date.** If a candidate is unable to submit a Medical Certificate in time, they should contact the Education Department immediately.
- In the case of a riding examination, candidates must provide their accurate **height and weight**. Candidates who are found to considerably exceed their stated weight may be asked to withdraw from the exam to ensure that neither they or the exam centre's horses are put at risk.
- APPEALS PROCEDURE:** If you consider your examination was not conducted in line with the syllabi requirements, you may wish to appeal against this. To do so please obtain an Appeals Form from the Education Department. This must be completed and submitted, along with the relevant fee to the Education Department within four weeks of the date of your examination.

# RIDING and ROAD SAFETY

## ***2015 Examination fees for exams in the UK and Ireland only***

**Unit structure - Please tick box for unit(s) bookings:**

### **EQL Level 2 Award in BHS Riding Horses Safely on the Public Highway**

*Theory* - The Principles of Riding Horses on the Highway

*Practical* - Ride a Horse in a Enclosed Area and on the Highway

#### **All candidates**

Fee for Complete - £ 52.00

Fee for Theory unit only - £ 31.00

Fee for Practical unit only - £ 47.00

**Please make cheques payable to the BHS, thank you.**