Gem-A
THE GEMMOLOGICAL ASSOCIATION OF GREAT BRITAIN

Application Form

Please print in block capital letters. Membership/Student No.: ..... Title: Dr/Mr/Mrs/Ms/Miss/other:.....
For Gem-A ODL courses, access to e-mail is required.

First name(s): ..... Surname/Family Name:.....

Address:.....

.....

Post code/Zip code:..... Country:.....

Email:.....

Mobile:..... Telephone: ..... Fax : .....

Date of Birth:..... (we regret we cannot accept students under the age of 18 for our courses)

☐ Add me to the Gem-A Mailing List

Education

All fees include course notes, examination fees and theory tuition. For Open Distance Learning (ODL) and Gem-A London courses postage needs to be added. The postage fees are £14 for UK students, £32 for students in Europe and £65 for the rest of the world.

Description	Start date	Price
To pay by instalments, please download the instalment form from our website and enclose it with your application form. Full details of all Gem-A courses, fees and conditions of enrolment are given on our website at www.gem-a.com.	**Postage**	
	Total	

Please verify in BLOCK LETTERS how you wish your name to appear on your Certificate/Diploma:

.....

ODL students *only*: Please enter preferred place of examination (see notes under Examination Entry below). A list of exam centres are given at www.gem-a.com

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Your application cannot be accepted unless accompanied by the correct payment. All course fees must be paid in full prior to the commencement of the course. Please use the payment box given overleaf. Course and examination entries exclude arrangements and costs for travel and accommodation. Gem-A reserves the right to alter course and examination dates, prices and details, and to cancel courses.

Exam Entry: Students will be enrolled for their course examination as soon as they submit their application form. See course exam dates which are detailed under the relevant course description in the prospectus. If students for any reason are unable to attend their examination, an exam withdrawal form must be submitted by 13 November for those attending the January exam or by the 13 April for those attending the June exam session.

The Association sets up examination centres in areas where there is usually a sufficient number of candidates wishing to sit the examinations and availability of gemmological instruments for the practical exams. The allocation of a centre is entirely at the discretion of The Association and no guarantee is given that a centre will be set up in any particular locality. Please note that certain examination centres may make their own local exam charges; these charges are separate from The Association examination fees and are payable by the candidate direct to the Centre.

Special needs students: Please inform us if you have any disability, special needs or medical condition that you feel may affect your ability to follow the course and/or sit the examination.

Payments: All course fees must be paid in full prior to the commencement of the course. Please find details of prices and instalments in the course information provided. Check our website for current prices. Course prices are reviewed each academic year. Your application cannot be accepted unless accompanied by the correct payment. Please do not forget to add postage if applicable.

Instalments: Details of the instalment option are provided with the course information and a form can be downloaded from the website for instalment payments. Students wishing to pay in instalments may do so using Visa, MasterCard or Maestro only. If you wish to pay by credit card, please complete the details overleaf. Your first payment will be taken on the day you apply and then on the first working day of each month. Please note that postage, if applicable, will be added onto your first instalment. We are sorry but we can provide only the instalment plans indicated and all fees must be paid by the last instalment date indicated on the schedule.

Withdrawal or Cancellation: Cancellations received two weeks or more prior to the start of the course incur a minimum cancellation fee of £150 (£25 for workshops) or 10% of the course or workshop fee, whichever is greater. Within two weeks of the course or workshop start, a 50% cancellation fee is applied. We regret that for cancellations received within five days of the commencement of the course or workshop, or at any subsequent time, no refund can be given.

A full set of the terms and conditions relating to the examinations are given on our website at www.gem-a.com. Please sign overleaf to confirm that you have read and accept the examination regulations.

Membership

☐ I wish to apply for election as a member† of the Gemmological Association of Great Britain (Gem-A) and agree to abide by its Memorandum and Articles and its By-laws (copies available on request). I understand that in the event of Gem-A being wound up my liability would not exceed £10.00. I understand that any membership cards or certificates which I may acquire shall be used by me only while I remain a member of the Association.

† If you have already qualified in Gem-A's Gemmology or Gem Diamond Diploma examinations you may apply for Fellowship (FGA) or Diamond membership (DGA) respectively (please tick box as appropriate):

☐ **Fellowship:** Those who hold the Diploma in Gemmology. Year qualified ☐

☐ **Diamond Membership:** Those who hold the Gem-A Gem Diamond Diploma. Year qualified ☐

☐ A list of Fellows and Diamond Members is available on the Gem-A website. Please tick box if you would like to have your name and town listed.

☐ Add me to MailTalk, Gem-A's email-based communications network for members. For more information on Mailtalk, see **www.gem-a.com/membership/mailtalk.aspx**

Annual Membership Fees:

☐ UK Membership, £85.00 for 2010 ☐ European Membership, £90.00 for 2010 ☐ Overseas Membership, £90.00 for 2010

Books and Instruments

Please send me the following books and instruments:

*** All prices quotes in this brochure exclude postage, packing and VAT.**

Stock No.	Description	Quantity	Unit Price	Total
			Total	£

*** For Gem-A Instruments, please email us a list of the items you with to purchase at shop@gem-a.com so we can confirm post, packing and shipping charges and details.**

VAT registration No.: ..... It is essential that all those registered for VAT quote their registration number.

I would like to support Gem-A with a donation of £.....

As a UK registered charity, we look to the support of our members and friends to advance gemmology and encourage best practices. Please consider a donation which will go towards our educational initiatives and continuous professional development for members and the gemmological community worldwide.

Payment Details

	Amount £
Education	
Membership	
Books and Instruments	
Donation	
Other	
Total £	

Payment Method

We accept Visa, MasterCard or Maestro only.

I wish to pay by credit card the sum of £.....

Card No.: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐

Security No.: ☐☐☐ Issue No.: ☐

Start Date: ☐☐/☐☐ Expiry Date (month/year): ☐☐/☐☐

Name on Card: .....

Cardholder's Signature: ..... Date: .....

I enclose cheque £ ..... (cheques and bank drafts must be drawn on a British bank and made payable to Gem-A).

Please sign here to confirm your **membership application** and/or your **education course enrolment**:

Signature:..... Date:.....

Please return both pages of the application form by post or fax to:

Gem-A, 27 Greville Street, London, EC1N 8TN, UK **Fax: +44 (0) 20 7404 8843** **Email: information@gem-a.com**

The Gemmological Association of Great Britain

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