

# Licentiate Application Exemption Form

PLEASE FILL IN YELLOW HIGHLIGHTED SECTIONS

## FOR OFFICE USE ONLY

|   |  |   |
|---|--|---|
| Decision: <input type="text"/>                | Date received: <input type="text"/>            | Method of Payment: <input type="text"/> |
| Chairperson's Signature: <input type="text"/> | Method of Return: <input type="text"/>         | Return Postage: <input type="text"/>    |
| Panel member: <input type="text"/>            | Number Tickets Requested: <input type="text"/> | Hanging Plan: <input type="text"/>      |
|   | Confirmation sent: <input type="text"/>        |   |

## 1. PERSONAL DETAILS

|   |  |  |
|---|--|--|
| Society Membership Number: <input type="text"/>                   | Mr/Dr/Mrs/Miss/Ms: <input type="text"/>                    |  |
| First name(s): <input type="text"/>                               | Surname: <input type="text"/>                              |  |
| Address: <input type="text"/>                                     |  |  |
| Postcode: <input type="text"/>                                    |  |  |
| Telephone Number: <input type="text"/>                            | Email Address: <input type="text"/>                        |  |
| Date of Birth: <input type="text"/>                               | Occupation: <input type="text"/>                           |  |
| Name to appear on certificate: <input type="text"/>               |  |  |
| Format (Prints/CD/Slides: 35mm, 6 x 6/Book): <input type="text"/> | Date of assessment (e.g. 02/12/1986): <input type="text"/> | Please check <a href="http://www.rps.org">www.rps.org</a> for availability |

## 2. PREVIOUS DISTINCTION APPLICATIONS

Please enclose with this form a copy of the comment sheet(s) from any previous unsuccessful application/advice.

## 3. ADVISORY/ADVICE

|  |                      |                      |
|--|----------------------|----------------------|
| Have you attended an RPS Advisory day?                       | <input type="text"/> | Location of workshop |
| Had "one to one help"?                                       | <input type="text"/> | Name of Advisor      |
| Had advice or help from any source other than the above?     | <input type="text"/> | Name of Group        |
| Have you attended/completed any Photographic Courses?        | <input type="text"/> | Please state         |
| Have you gained other Distinctions e.g. PAGB, SWPP, IPA etc? | <input type="text"/> | Please state         |

## 4. SUPERVISION OR GUIDANCE

Please indicate with which of the following aspects you have received assistance:

|                              |  |                                   |  |                             |  |
|------------------------------|--|-----------------------------------|--|-----------------------------|--|
| <b>Selection of subject*</b> | Yes <input type="radio"/> No <input type="radio"/> | <b>Composition of final print</b> | Yes <input type="radio"/> No <input type="radio"/> | <b>Retouching</b>           | Yes <input type="radio"/> No <input type="radio"/> |
| <b>Photography</b>           | Yes <input type="radio"/> No <input type="radio"/> | <b>Mounting</b>                   | Yes <input type="radio"/> No <input type="radio"/> | <b>Digital Manipulation</b> | Yes <input type="radio"/> No <input type="radio"/> |
| <b>Negative processing</b>   | Yes <input type="radio"/> No <input type="radio"/> | <b>Presentation</b>               | Yes <input type="radio"/> No <input type="radio"/> | <b>Printing</b>             | Yes <input type="radio"/> No <input type="radio"/> |

(\*i.e. was the situation unique to you or was it taken in a group context? Photographs which have clearly been taken in a group situation will be judged less favourably).

If YES to any of the above please give full details of the assistance involved and names of persons/organisations who have contributed (please include on a separate sheet).

ON RECEIPT OF THIS APPLICATION FORM A LETTER OF CONFIRMATION WILL BE SENT TO THE ADDRESS STATED IN SECTION 1.

## 5. PORTFOLIOS

My portfolio will be sent to Fenton House, Bath

I wish to bring my portfolio on the day of assessment (not CD)

## 6. RETURN OF WORK

**Note: CD submitted will not be returned**

**UK MAINLAND ONLY** (extra charge for Scottish Highlands, please e-mail ben@rps.org for prices)

**Non return**

**Interlink (£15 up to 10kg)**

**Personal collection**

### OVERSEAS & NON UK MAINLAND ONLY

**SBS** (no insurance)

**Other** (please specify)

**Overseas applicants** Please include credit card details for payment of return postage. Payment will be debited from your credit card for the return of your portfolio up to the value of £70. If postage is over £70 your authorisation will be requested.

## 7. CHECK LIST

Application Fee enclosed

All relevant sections completed

Return Postage cost included – see Returning your Portfolio in Distinctions hand book Section G7

Membership Details and Payment included (if not already a member)

A4 Hanging Plan (must be sent with portfolio). This will be kept for office reference.

## 8. TERMS AND CONDITIONS

### RECEIPT OF YOUR APPLICATION

On receipt of your application form, we will confirm via email or letter that you have a place on the assessment day. We will also include further information that will help you.

### WITHDRAWAL OF YOUR APPLICATION

We do not offer a refund unless we are notified by email to ben@rps.org at least 14 days prior to 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.

### RETENTION OF WORK

The Society reserves the right to retain your portfolio after the of assessment date (maximum of 6 months).

### COPYRIGHT AND REPRODUCTION

The Images entered by you the applicant must not infringe any copyright. In the event of copyright clearance of any kind being required, the responsibility for such clearance remains with you the applicant. You must disclose any library material free of copyright on a separate sheet. By signing this form you confirm you own the copyright unless otherwise stated.

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.

### CERTIFICATE AND USING THE LRPS

#### 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 Licentiates, Associates or Fellows and, upon ceasing to be such, the Certificates shall be returned at once to The Society.

### RULES OF THE SOCIETY

I confirm that the 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 information will nullify any Distinction that may otherwise have been awarded.

..... e.g. 02/12/2010

**Signed** ..... **Date:** .....

**12. NON-MEMBER APPLICATIONS** (This section **MUST BE** completed by all non members)

Would you like to become a member of The Society regardless of the outcome of the Panel meeting? Yes  No

**UK Membership under 65 £102**     **UK and Overseas Member 65 and over £75**     **Students (enclose proof of status) £48**   
**Overseas Member £90**     **Disabled (enclose proof of status) £48**     **Family Membership £150**

**PAYMENT METHOD:** Mastercard     Visa     Cheque     \*Switch

I enclose a **CHEQUE** made payable to The Royal Photographic Society for

(Please send separate cheques for Membership and Distinction applications)

I authorise The Royal Photographic Society to debit my **DEBIT/CREDIT CARD** for the sum of

**Card Number:**     **CSV (3 digit security code)**

**Start Date:**  e.g. 06/09    **Expiry date:**  e.g. 06/09    **\*Issue Number:**

I understand that if my Licentiateship application is successful my membership will automatically be processed. If it is not successful I shall have the option either of allowing my membership application to be processed or of having the Annual Subscription refunded. I understand that my Licentiateship application fee will not be refunded.

..... e.g. 02/12/2010  
**Signed**     **Date:**

**13. PAYMENT**

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

**Licentiateship Application Fee £50**  enter cost

**Full time Student/Under 25 (proof of status required) £25**  enter cost

Resubmission fee (once only) £25 / **Exemption Fee £25**  enter cost

Return postage – please complete with appropriate sum  enter cost

Fenton house, bath assessment ticket for applicant (only one) do you require a ticket? Yes  No  free

**Number of guest(s)**  **of which**  **are Non-Members (£5 per ticket, Members free)**

For other events visit The Society's web site for ticket details **TOTAL**

**PAYMENT METHOD:** Mastercard     Visa     Cheque     \*Switch

**Card Number:**     **CSV (3 digit security code)**

**Start Date:**  e.g. 06/09    **Expiry date:**  e.g. 06/09    **\*Issue Number:**

**PAYPAL**

Please pay distinctions@rps.org in the message box please put LRPS and then your assessment date, i.e. LRPS 0311

**All payments in United Kingdom Pounds (GBP £) please.**

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.

**THE DISTINCTIONS DEPARTMENT:**

**The Royal Photographic Society** Fenton House, 122 Wells Road, Bath BA2 3AH, England

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