



# The British Horse Society

Registered Charity No. 210504

Please return this form with fee to:

Examinations Office,  
British Horse Society,  
Stoneleigh Deer Park,  
Kenilworth,  
Warwickshire CV8 2XZ  
Tel: 08701 202244

## STAGE 4

### APPLICATION FORM

On completion of the Stage 4 and Intermediate Teaching Test, you are not an Intermediate Instructor, and may not advertise yourself as such, until you have received your Intermediate Instructors' Certificate. For this Certificate to be issued you are required to submit a copy of your CURRENT Full Health & Safety 'First Aid at Work Certificate' or 'Equine Specific First Aid Certificate'.

Candidates are advised to apply for BHS Membership at least 6 weeks before submitting an exam application. Membership subs may accompany an exam application but please allow extra time for processing. If you have applied for Membership but have not received your number, you may still apply for an exam - please state the date you applied for membership, method of payment and whether your application was made by post, telephone or over the internet.

FOR OFFICE USE ONLY:

CENTRE: \_\_\_\_\_

DATE: \_\_\_\_\_

CENTRE: \_\_\_\_\_

DATE: \_\_\_\_\_

CENTRE: \_\_\_\_\_

DATE: \_\_\_\_\_

BHS MEMBERSHIP NUMBER : \_\_\_\_\_

Date of Expiry : \_\_\_\_\_

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

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

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

PERMANENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Tel: \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

COMPLETE     RIDING     CARE ONLY

Date & Centre required: \_\_\_\_\_

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

3rd Choice: \_\_\_\_\_

4th Choice: \_\_\_\_\_

Fee Enclosed: \_\_\_\_\_ Receipt  
£ \_\_\_\_\_ Required YES/NO

Date Received:  
CREDIT/DEBIT CARD (Give details inc. expiry date, security code and issue no. or valid from date where applicable)  
INVOICE  
CHQ.  
P.O.  
CASH  
From: \_\_\_\_\_

**\*WITHDRAWAL FROM EXAMINATIONS:** Candidates wishing to cancel or transfer examinations should be aware that the closing date of an examination is **8 weeks before the exam date**. **Written confirmation of cancellation or transfer must be received in the Examinations Office no later than 8 weeks before the exam date**, administration charges will apply. Candidates who apply for, and obtain, a place at the requested examination **within** the "closed" 8 week period will be unable to cancel or transfer without loss of the fee involved.

**\*DISABILITY OR INJURY:** Should you suffer from either a long-standing or recent injury or disability that might affect the result of this examination, this must be declared to the Examinations Office at least 3 weeks before the intended examination date.

**\*Please refer to the "Important Notes" section on the reverse of this application form.**

**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 the British Horse Society, and I accept that the Examiners' decision is final.

Signed: \_\_\_\_\_ Witness (Signature): \_\_\_\_\_

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

**Pre-requisites:** A Current Membership of the BHS. Having attained the minimum age of 18 years for the Riding, and 19 years for the Care. In exceptional circumstances applicants may be eligible for direct entry into the BHS Exam system at a higher level than BHS Stage 1. If you hold S/NVQ's, Pony Club A, B or equivalent equestrian qualifications, or if you are competing to an advanced level and have all round comprehensive knowledge and proven ability in stable management or riding skills you may be eligible. If you are interested, please contact the BHS Examinations Office for further details.  
**Copies of Certs for Stages 1, 2 & 3 (complete or relevant section) and Birth Certificate should accompany this application.**

**When applying please state dates of PASSING previous Examination(s) as follows:**

RIDINGSTAGE 1/CARESTAGE 1 \_\_\_\_\_ RIDINGSTAGE 2/CARE STAGE 2 \_\_\_\_\_

RIDINGSTAGE 3/CARE STAGE 3 \_\_\_\_\_

Do you hold the Intermediate Teaching Test  YES / NO  Date Taken: \_\_\_\_\_

Any previous BHS Membership Numbers: \_\_\_\_\_

Any Previous Surnames (other than maiden name): \_\_\_\_\_

Any Previous Addresses: \_\_\_\_\_

### **IMPORTANT NOTES**

- 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 BHS Examinations' (available from the Examinations Office)**
- 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 Examinations Office as failure to arrive at an examination may result in loss of exam fee.
- RETIRING FROM EXAMINATIONS:** Candidates who are well below standard may be asked to retire from the examination by the Chief Examiner, 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 and snow examinations may be cancelled or postponed. Whilst the Examinations Office will then 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 make it necessary. The BHS is unable to reimburse costs for travel (flight/rail tickets, etc) or accommodation and candidates may wish to arrange independent insurance to cover their costs in the event that an exam is cancelled 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 Examinations Office and should be accompanied by the appropriate fee and medical certificate where applicable.

**Stage 1, Stage 2, Stage 3, PTT =** Candidates are required to give a minimum of 4 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 4 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 & T =** Candidates are required to give a minimum of 8 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 8 weeks of the exam date will forfeit their examination fee. **Candidates wishing to cancel on medical grounds within 4 weeks of their examination date will forfeit their fee.**

**Refunds:** All refunds are subject to an administration charge of 50% 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% of their original fee. (Subject to the above conditions).

**Medical Refunds:** 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 14 days after the intended examination date, along with a fee of 25% of their original exam fee in order to obtain another exam booking. Alternatively, a refund (less 25% admin charge) may be obtained.

- All Exam results and certificates will be sent by post from the Examinations Office. Results for all exams will not be issued on the day. The Examinations Office 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.
- Non-English speaking candidates may request an interpreter. The Exams Office requires a minimum of three months written notice and will be responsible for arranging the interpreter. The candidate should then liaise with the interpreter with regards to date, venue and costs. Assessment will be provided through the medium of Welsh/Irish upon request.
- CANDIDATES MAY NOT TAKE ANY EXAMINATION IF THEY ARE PREGNANT.**
- MEDICAL CERTIFICATES:** Examiners 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 examiners, they should complete the medical questionnaire, which is sent out with all confirmation letters, and return along with a medical certificate or official report confirming their injury or disability. The Examinations Office must receive these documents at least three weeks before the intended examination date. If a candidate is unable to submit a Medical Certificate in time, they should contact the Examinations Office 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 BHS Examinations Office. This must be completed and submitted, along with the relevant fee to the BHS Examinations Office within four weeks of the date of your examination.