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Telephone No: +44 (0)161 276 6456 Email: repscience@ukneqas.org.uk

Reproductive Science - Enrolment Form

Fields marked * are mandatory.

***Laboratory Code** _____ Please quote UK NEQAS code for your laboratory. (If not already enrolled under a UK NEQAS Scheme, write 'NEW')

***Contact name for EQA** _____

***Contact email for EQA** _____ (Basic/supervisor EQA Login)
Distributions including online and correspondence (except for persistent performance issues) will be sent to this email address.

***Department** _____ **Sub-department (if any)** _____

***Hospital/Institution** _____

Street _____ **District** _____

Town _____ **Country** _____

Post code _____ ***For EU countries & Northern Ireland: EORI no:** _____

***Head of Department/Quality** (This should be a different person to the 'contact' above)

***Email address for Head of Department/Quality** _____

***Telephone No:** _____

Please note that by confirming registration (by returning our quotation, by providing a purchase order or order number, by email or letter) **you accept our terms and conditions of participation (See page 3).**

DATE _____ **SIGNATURE** _____

Invoices will be raised by "Manchester University NHS Foundation Trust". Please ensure that this is the supplier's name on your purchase order.

Please complete both pages and email to repscience@ukneqas.org.uk with your purchase order.

If not in NHS England, VAT will be added unless we are provided with your VAT registration number or copy of a valid V.A.T. exemption certificate.

***Purchase order number** _____ **VAT registration number (if not NHS England)** _____

***Organisation and invoicing address** _____

Cancellation of participation must be in writing. Refunds will not be given, see section 3 of Terms & Conditions.

Where did you hear about us? _____

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CHARGES FOR UK NEQAS REPRODUCTIVE SCIENCE SCHEME- for financial year ending 31st March 2025

SCHEME CHARGES for enrolment of unit. Dist. x 4	2024-2025	Enrol Fees Due
ANDROLOGY - semen concentration & sperm morphology, online sperm motility and differential sperm morphology (hosted by www.gamete-expert.com) Price includes one basic/supervisor EQA login for online modules.	£705.77	
OVERSEAS POST & PACKING for Andrology for all non-UK labs. No fee for laboratories providing account number for their chosen courier service.	£68.25	
EMBRYOLOGY - online embryo morphology (hosted by www.gamete-expert.com) Price includes one basic/supervisor EQA login.	£749.48	
Reservations for the Annual Participant's Meeting March 2025 (suitable for Andrologists and Embryologists). Please indicate number of pre-booked places required. We do not require delegate details at this time.	£90 per person	
	ENROL TOTAL Excl. VAT	£
Annual Fees for individual logins for online components.		
Please refer to table below for charges.	Price per login	Login Fees Due
Number of individual logins required excluding basic/supervisor EQA login.		
TOTAL FOR ALL CHARGES (Excl. VAT)		£

Prices per login for 4 dist. The prices are only for units which have already acquired a basic/supervisor EQA login

Number of individual logins per unit	Motility & Morphology OR Embryology	Motility & Morphology AND Embryology
1-5	£59.11 per login	£97.66 per login
6-10	£51.41 per login	£84.83 per login
>10	£48.83 per login	£79.67 per login

Please provide details for login applications below.

INDIVIDUAL LOGIN APPLICATIONS Please use a separate sheet if necessary.					Andrology login (please tick)	Embryology login (please tick)
For UK NEQAS Lab Number:						
Basic/Supervisor EQA Login included in enrolment fee.			Email as per contact for EQA			
	Title	M/F	Name of applicant	Email Address for login		
1						
2						
3						
4						
5						
6						
7						

UK NEQAS Reproductive Science terms and conditions of EQA participation

1. The UK National External Quality Assessment Services for Reproductive Science (UK NEQAS RS), herein known as the Scheme, are hosted by Manchester University NHS Foundation Trust (MFT) who are the legal entity.
2. Samples distributed as part of the Scheme should be treated, handled, and disposed of as if they were clinical specimens. Participants must ensure that their laboratory facilities and expertise are adequate to ensure the safe handling of these specimens during their participation in the Scheme.
3. Membership of the Scheme starts on 1st April each year and continues until 31st March in the next year. If a participant joins part way through the annual period, a reduced fee may be payable reflecting the proportion of the annual service to be supplied for that part year. A participant may withdraw from the Scheme at any time, but no refund will be given of fees paid. UK NEQAS RS may amend the design of Schemes during the year and reserves the right to suspend services which are dependent on supply of clinical materials.
4. Each laboratory will be registered under a unique code number, which is common across UK NEQAS centres in the case of UK NEQAS services. The fact of participation, identifiable raw data and identifiable performance scores are confidential to the participant and will not be released by the Scheme Organiser to third parties other than under any agreed and defined mechanism for providing counselling to 'unsatisfactory performers'. All participants offering a direct or indirect clinical service in the UK are subject to the Royal College of Pathologists Quality Assurance Pathology Committee (QAPC) conditions of EQA Scheme Participation. Participants are free to share information concerning their own individual participation or performance with individual clients without consultation (but not for advertising).
5. All reports, and the data they contain, issued by the Scheme are Copyright and may not be distributed, published, or used for promotion in any form without permission of the Scheme Organiser.
6. In the event of a participant failing to pay the membership fee by the due date the Scheme Organiser reserves the right to terminate, without notice, the membership of that participant without prejudice to any claim for payment for services already provided.
7. MFT and UK NEQAS RS shall not be liable in any circumstances for indirect or consequential loss howsoever caused, including, without limitation, loss of anticipated profits, goodwill, reputation, business receipts or contracts, or losses or expenses resulting from third party claims.
8. Participants in the Scheme have entire responsibility for all samples distributed to them under the Scheme and all activities carried out by them or any third party in relation to the samples from the time of their receipt.
9. MFT and UK NEQAS RS warrant that all work carried out by it in relation to the Scheme will be carried out using all reasonable care and skill. All conditions, terms and warranties implied by common law, statute or otherwise are, to the extent permitted by law, hereby excluded.
10. The liability of MFT and UK NEQAS RS to the participant in any annual period resulting from or in connection with the provision of the Scheme by MFT and UK NEQAS RS to the participant shall under no circumstances exceed the amount of the annual fee paid by the participant in respect of that annual period.
11. Data provided to UK NEQAS RS by participants will be used solely for dealing with your UK NEQAS participation. UK NEQAS RS has a Privacy Policy which is available from our website. Your data will be stored in accordance with this policy.
12. Enrolment in the Scheme is not evidence that a laboratory is correctly performing reproductive science techniques to relevant recognised national or international standards (eg WHO, ISO, HFEA, ARCS)
13. Collusion between participants and falsification of results is not permitted.
14. Participants will be informed of changes to Scheme design or operation by email. This would also be reflected in the Participants' Handbook.
15. These conditions shall be governed by and construed in accordance with English law, and MFT and the participant submit to the exclusive jurisdiction of the English Courts.