

FORMULA STUDENT

Institution of
**MECHANICAL
ENGINEERS**

12/10/2022

Formula Student 2023 Registration Procedure

About the Registration Process:

Registration is broken down into 3 main elements:

- **Part 1 – Pre Registration**
Create /update team accounts and upload Design Concept Specification according to Key Dates document
- **Part 2 – Selection, payment and confirmation**
Receive email notification that you have been selected, select car number and pay entry fee via team account, confirmed entry list and reserve list published online all as per Key Dates document
- **Part 3 – Motorsport UK indemnity forms**
Via team account, as per Key Dates document

Create or update Team Account

Ensure team details and contact details are correct and complete. Full instructions can be found here: <http://www.imeche.org/events/formula-student/team-information/team-registration>



Submit Design Concept Specification

Template available here: <http://www.imeche.org/events/formula-student/team-information/forms-and-documents> and must be uploaded to your Team Account as per Key Dates document



Receive notification of selection

Login to account to select car number (FS Class and FS-AI only) and pay entry fee (all classes) as per Key Dates document



Confirmed and reserve teams published online

As per Key Dates document

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About the Selection Criteria:

The Formula Student committee will review each team's DCS and registration form, and then select teams based on the content of teams' DCS. Any remaining teams will be placed on the reserve list. (Please note the reserve list does not guarantee a place at the competition.)

Entries must comply with the Formula Student Rules and UK Supplementary Rules and acceptance of a place at competition is indicative that you agree to do so.

The committee reserves the right to modify the number of entries accepted and their decision is final.

Entry into the competition is guaranteed for the top 10 finishers at the previous year's competition.

Registration Fees:

Entry Type	Fee
Formula Student (Fee includes Silverstone attendance for up to 25 team members, additional passes can be purchased closer to event)	1900+ VAT (£2280)
Concept Class (Fee includes Silverstone attendance for up to 15 team members, additional passes can be purchased closer to event)	£690+ VAT (£828)
FS-AI (both ADS and DDT classes) (Fee includes Silverstone attendance for up to 25 team members, additional passes can be purchased closer to event)	£1160 + VAT (£1392)
Additional Team Member or Faculty Advisor (All classes – this is only required once you select team members to attend Silverstone, if the number of team members exceeds the entry fee allowance)	£40 + VAT (£48)

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Payments:

Payment can be made via the following methods:

PREFERRED PAYMENT OPTION 1: Credit Card

This is the quickest way to pay your entry fee. Entry fees can be paid online using the payment portal accessible via your team account. Additional team members can be added at a later date, closer to the July event.

We accept Visa, Mastercard and Eurocard. We do not accept American Express, Diners Club or Maestro.

- Log into your Team Account and select 'Credit Card' from the options on the 'Payment & Car Number' tab
- Complete your credit card details in the online form to process payment
- Email fs@imeche.org with your payment confirmation email if you require a VAT receipt.

PLEASE NOTE: This is not the same as an invoice, if you require an invoice, read on to 'Payment via invoice'

Payment via invoice

PLEASE NOTE: Invoice is not the same as VAT receipt. If you simply require a **VAT receipt** for your payment, please pay by credit card

- If your university issues Purchase Orders (POs), please provide a Purchase Order number for us to raise an invoice. If you do not issue POs, please just put N/A (not applicable) on the online invoice request form
If your University Finance Department does not issue Purchase Order numbers, please pay by credit card or bank transfer
- Log into your Team Account and select 'Invoice' from the options on the 'Payment & Car Number' tab. Enter your purchase order number on the invoice request.
- Invoices must be paid in full on receipt – your place is not guaranteed until your invoice is paid in full
- Requesting an invoice is taken as acceptance of your place in the competition. Once an invoice has been requested and raised, it **MUST** be paid, regardless of whether you still want your place in the competition or not. **DO NOT REQUEST AN INVOICE UNLESS YOU INTEND TO PAY IT.** Non payment will affect your entry into future competitions.

If you have any queries or require assistance please contact fs@imeche.org