

Institution Details

Name of Institution: _____ Department: _____

Person to Contact: _____

Mail Address: _____

Website: _____

Email Address: _____

Tel Number: _____ Fax Number: _____

Emergency Number in case of a Saturday or Sunday Exam: _____

Candidate Personal Details

Name of Candidate:* _____

**if more than one please provide us with relevant candidate name list, please just insert here candidate numbers*
**from 2 candidates onwards please attach a relevant candidate name & other details list*

Date of Submission of Form: _____

Student ID Number: _____

Email Address: _____

Tel Number (Home): _____

Mobile Number: _____

Fax Number: _____

List of subject(s) for examination:

	DATE	AM or PM	NO. OF HOURS	SUBJECT(S)	SPECIAL REQUIREMENTS
1					
2					
3					
4					
5					
6					
7					
Total Number of Subjects					

Disclaimer

Personal information collected is for registration purposes only.

The British Council and the Examining Boards take all reasonable steps to provide continuity of services. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible.

Notes

1. Please note that our start times are at 1030 hours Cyprus time (for morning sessions) & at 1500 hours Cyprus time (for afternoon sessions). **Please inform your candidate(s) accordingly.**
2. Please contact Emilia Fiakkou Hadjicharou on email address: emilia.fiakkou-hadjicharou@cy.britishcouncil.org to get details about your candidates' exam venue in Cyprus about a week before the first scheduled examination takes place. **You will then be able to in turn inform your candidate(s) accordingly.**
3. Please note that when the candidates pay for taking their exam(s) in Cyprus through the British Council they can do so through any branch of the Bank of Cyprus by mentioning that they want to deposit money into the British Council account (utility code 3836). No other details are required.
Once the money is deposited into our account the candidate receives two deposit slips, one of which is then given to our Invigilator(s) on the specific candidate's first examination date.
The amount of €105 is charged per candidate per subject for up to 3 subjects. Additional subjects are charged at the discounted fee of €65 each. An extra fee of €10 per candidate will be charged onwards for courier costs irrespective of the number of exams sat in any given session.
Please inform your candidate(s) accordingly.
If the Institution is paying for the organising of overseas examinations, then it will be invoiced by us after the exams take place. Please contact Emilia Fiakkou Hadjicharou by email to receive information about the exact fees.
4. Please notify us of the method that the examination papers will be sent to us and if this is going to be by Courier service please let us know in advance (on this form) of the courier company to be used. In this way we will know how we can expect to receive papers from a specific Institution and it's also easier to track down papers being sent to us if they are late arriving, etc.

Method of papers being sent to the British Council: (please tick accordingly)

Courier Standard Mail Electronically

Name of Courier Company:

5. Please note that we are enforcing a policy of **no** refunds in cases where candidates decide last-minute not to take their exam(s) in Cyprus or when they do not show up for an examination. Refunds will only be made on medical grounds.

Signature of contact person from Institution:

Date of Signature:*

*** Please return completed form to us within 3 working days from the date when you first received it.**

For office use only

No of sessions	_____	Customer Number	_____
No of extra candidates	_____	Sales Order Number	_____
Courier charge	_____	Billing Document	_____
V.A.T	_____		
Venue charge	_____		
Total fee	_____	Charging Instructions	
		University / FE	G/032/04/ _____
		Professional	G/032/05/ _____