

# Candidate Registration Form - Professional & University examinations

Please fill in the following details and submit the form along with a valid ID documents (University ID and Passport/Civil ID) to the British Council, Kuwait. Tel: 2205 2300, Email: [info@kw.britishcouncil.org](mailto:info@kw.britishcouncil.org)

**A. Candidate information**

Name: \_\_\_\_\_ Examining Board ID \_\_\_\_\_

Date of Birth: ...../...../..... Country of Origin: \_\_\_\_\_ Gender: M / F (Tick as appropriate)

Name of Company: \_\_\_\_\_ Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Examining Board/University details**

Name of the Examining Board /University: \_\_\_\_\_

Name of Contact person \_\_\_\_\_ Email: \_\_\_\_\_

Examination Date/Month: \_\_\_\_\_

Please list all the examination papers with codes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local Examination Fee to be paid by :	<input type="checkbox"/> Board	<input type="checkbox"/> Candidate
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**C. Office Use: Payment details**

Administration Fee (payable once for exams in the same session falling within 30 days)	KD.23.000	X 1	KD. 23.000
Per Exam Paper	KD.22.000	X __	KD.
<b>Total number of papers</b>			
<b>Total amount payable</b>		KD.	

**Refund Policy:** If the candidate cancels all the exams, a refund will be processed after deducting an administrative fee of 25% of the total fee paid. The refund will be processed within 5 working days by cheque. Partial refunds are not given. No show without prior information (4 days) on the exam date will forfeit the exam fee. The exam fees is non-transferable to another exam session.

**Special Arrangements and Special Needs**

**Do you have any special needs due to ill health/medical conditions?**  Yes  No

If yes, please specify your requirements in the Health Form available with our customer services advisors. You must attach a recent medical evidence (in English) with the form.

### Candidate Declaration:

- I make this entry according to the provisions of published regulations that I have studied. I have given all the information required truthfully to the best of my knowledge and belief. I understand that I shall be allowed to sit only for those subjects for which I have entered on this form.
- I have read and understood the refund policy.
- I understand that the exam session is defined as the period of one month after the date of first scheduled exam paper
- I understand that there could be other exam candidates in the same examination hall

### Data Protection Fair Collection Notice

Under UK Data Protection law the British Council is required to manage any personal information you give us about yourself securely and only for the purposes we specify below:

- To register our candidates
- To maintain academic and educational records of our candidates
- (Where applicable) to provide academic records for our candidates' sponsors
- To maintain accurate financial records
- To be able to cater for any special needs our candidates may have
- To distribute information to our candidates

You have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccurate information. If you want more information about this please contact your local British Council office or the data protection team [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org).

The British Council would like to use your information to send you details of our activities, services and events (including social events) which might be of interest to you.

Yes, I would like to be sent details of British Council activities, services and events, please contact me by:

Email

SMS

By signing this, you agree to the British Council's collecting and processing this information for the purpose specified above, which may involve the transfer of your data to another British Council Office.

Signed.....Date.....

As the UK's International organisation for educational opportunities and cultural relations the British Council develops relationships with people from a wide range of backgrounds. Engaging positively with the richness of diversity is central to what we do in line with our core values. We have developed our integrated Equality Scheme to help us promote equality and eliminate discrimination in the areas of gender, race, disability etc. Find out how we are applying this scheme worldwide: [www.britishcouncil.org/diversity](http://www.britishcouncil.org/diversity)

### **CUSTOMER SERVICES OPENING HOURS**

Kindly visit our website [www.britishcouncil.com.kw](http://www.britishcouncil.com.kw) to find our Opening hours.

**DISCLAIMER:** The British Council and the examining boards take all reasonable steps to provide continuity of service. The British Council cannot, however, be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by an examining board or any other third party. If the examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.