

Please fill in the following details and submit the form along with the ID documents (University ID and Passport/Civil ID) to the British Council, Kuwait. Tel: 2205 2300, Email 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. Examination Details

Examination Date/Month: _____

Please list all the examination papers with codes:

C. Office Use: Payment details

Examination Fee Per Paper (1 or 2)	KWD 29.000	X ___	KWD
If the number of papers are 3 or more	KWD 20.000	X ___	KWD
Total number of papers			
Total amount payable		KWD	

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 (please check with our customer services advisor). You must attach a recent medical evidence (in English) with the form.

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.

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 the terms of the United Kingdom's Data Protection Act, 1988, the British Council is required by law to manage any personal information you give to us about yourself or your child securely and only for the purpose we have specified. For the information you provide, these are as follows:

- To maintain academic and educational records of our customers
- To maintain accurate financial records
- To register our customers
- To be able to cater for any special needs our customer may have
- To provide academic records for our candidate' sponsors where applicable
- To distribute information to customers
- We may want to use your information to send you details of Council activities, services and events (including social events) which you might find of interest

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.

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 Telephone Fax Post 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

DISCLAIMER:

The British Council and the examining boards take all reasonable steps to provide continuity of service. However, we are certain you understand that we cannot be held responsible for any interruptions caused by circumstances beyond our control. 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.