

UNIVERSITY OF LONDON EXAMINATIONS CENTRE REGISTRATION FORM



EST. 1961

CAMBRIDGE INSTITUT

Cambridge University Examinations in English

I wish to register to take my University of London examinations at the Cambridge Institut. I have read and understood the Terms and Conditions detailed below which apply to University of London examinations at the Cambridge Institut and agree to abide by these regulations. I enclose two examination entry forms from the University of London and have paid the required centre registration fee.

Mr Mrs Ms

Surname:

First Name(s):

Date of Birth:

Email:

Tel:

Mobile:

Address:

Invoice Address (if different to postal address):

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Hildegardstraße 8
D-80539 München
Tel. 089-22 11 15
Fax 089-290 47 38
eMail: info@cambridgeinstitut.de
www.cambridgeinstitut.de

The details of the examinations that I wish to take are as follows:

Date	Examination Paper Code	Examination Paper Title

TERMS & CONDITIONS

- The Cambridge Institut charges a **centre registration fee** and an **exam administration fee**, which covers costs of administration, room hire, exam supervision and invigilation. The Centre registration fee is **€50 per paper**. This fee is **non-refundable** and must be **paid on registration**. Please **include evidence** of this payment when submitting this centre registration form.

Please note: Examination Entry Forms will only be processed and forwarded to the University of London if the centre registration fees have been paid in full. Any bank charges incurred will be carried by the applicant.

- Please do **not** send cash with your centre registration. Acceptable payment methods include **bank transfer** or **cash payments made in person** at the Cambridge Institut Reception. Our bank details are as follows:

Account name: Cambridge Institut	Bank: Stadtparkasse München
Account No.: 397794	IBAN: DE85 7015 0000 0000 3977 94
Bank Code: 70150000	BIC: SSKMDEMM
- The centre exam administration fees are currently:
 - € 90 per exam on weekdays for exams up to 3 hours in duration.
 - € 130 per exam on weekends and German national / local bank holidays.
 - For exams longer than 3 hours or for any subsequent exam taken on the same day, the fee is € 30 per hour on weekdays or €40 per hour on weekends and German national / local bank holidays.
- An invoice for the exam administration fees will be sent to you, together with the University Admission Notices and must be **paid in full before your first exam date**.
- If you miss an exam owing to illness, you have a maximum of **14 days after your examination** to provide us with a medical certificate covering the examination dates for which you were absent. The exam administration fee for each examination paper not taken will then be refunded. All cancellations have to be made in writing. **Please note:** exam administration fees are not refunded except in the case of illness. The letter enclosing your medical certificate should also contain details of your bank and account number.
- Please note that the Cambridge Institut's registration deadline is one full week (7days) before the University of London's deadline.**

Disclaimer

The Cambridge Institut will make every effort to ensure that examinations are well-organised and run as smoothly as possible. We will do our utmost to deal efficiently with any problems arising from circumstances beyond our control and hope to minimise any inconvenience caused for the candidates sitting examinations on our premises. The Cambridge Institut's liability is limited to a refund of the exam fees only or to the candidate having the opportunity to re-sit the examination at a later date, depending on the instructions of the University.

Signature:

Date:

Offizielle Prüfungsstelle für international anerkannte
Examen, u.a. der Universität Cambridge



UNIVERSITY of CAMBRIDGE
ESOL Examinations

Authorised Centre