



## Paper-Based BEC Examinations Block Registration form

Please tick	Examination	Exam date	Speaking Test Window	Final Registration Date	Exam fee
<input type="checkbox"/>	BEC Preliminary	15.03.2012	---	03.02.2012	€ 135
<input type="checkbox"/>	BEC Preliminary	06.06.2012	---	27.04.2012	€ 135
<input type="checkbox"/>	BEC Vantage	16.03.2012	---	03.02.2012	€ 175
<input type="checkbox"/>	BEC Vantage	07.06.2012	---	27.04.2012	€ 175
<input type="checkbox"/>	BEC Higher	14.03.2012	---	03.02.2012	€ 195
<input type="checkbox"/>	BEC Higher	05.06.2012	---	27.04.2012	€ 195
<input type="checkbox"/>	ILEC	12.05.2012	04.05.-12.05.2012	06.04.2012	€ 235
<input type="checkbox"/>	ILEC	07.12.2012	03.12.-07.12.2012	02.11.2012	TBC
<input type="checkbox"/>	ICFE	12.05.2012	04.05.-12.05.2012	06.04.2012	€ 195
<input type="checkbox"/>	ICFE	07.12.2012	03.12.-07.12.2012	02.11.2012	TBC

**Completed examination entry form and examination fees must reach the Cambridge Exam Centre's office in Munich by the 'Final Registration Date'; otherwise your entries cannot be accepted.** The correct fees should be paid at the Cambridge Exam Centre's office in Munich (Hildegardstr. 8, 80539 München) or transferred to:

Stadtsparkasse München, Konto-Nr. 39 77 94, BLZ 701 500 00

**Please include evidence of payment with this registration form.**

Registrations will only be processed once the examination fees have been paid for in full.

Before completing this form, it is important to read the Information Sheet (Block Entries) supplied with this form.

### Institution/Company details:

Company name:	<input type="text"/>	Contact person:	<input type="text"/>
Email address*:	<input type="text"/>		
*The payment receipt and Confirmation of Entry, including candidates' exam timetables will be sent to this email address.			
Contact number:	<input type="text"/>	Mobile/cell phone number:	<input type="text"/>
Company Address:	<input type="text"/>	City/town:	<input type="text"/>
		Post/zip code:	<input type="text"/>
		Country:	<input type="text"/>

If you wish the certificates to be sent to an address other than the above, please specify here:



Do any of your candidates have any special requirements? For example, modified materials for visual/hearing difficulties.

**Declaration:**

I understand that, if a candidate is prevented from taking the examination, the exam fee will not be returned or carried forward to a later examination (see page 3).

By signing this form I declare that I am aware of and agree to comply with the Terms and Conditions (page 1, 2, 3 and 4) for this examination.

I wish to register the candidates (listed on block entry form) for the selected examination and agree to comply with Cambridge ESOL's regulations for the examination and with the arrangements made by the Munich Examination Centre.

Name

Signature

Date



# Candidate Information Sheet

## 1. Examination Dates

Examination	Exam date	Speaking Test Window	Final Registration Date	Results available*	Certificates despatched
BEC Preliminary	15.03.2012	---	03.02.2012	30.04.2012	25.05.2012
BEC Preliminary	06.06.2012	---	27.04.2012	TBC	24.08.2012
BEC Vantage	16.03.2012	---	03.02.2012	30.04.2012	25.05.2012
BEC Vantage	07.06.2012	---	27.04.2012	TBC	24.08.2012
BEC Higher	14.03.2012	---	03.02.2012	30.04.2012	25.05.2012
BEC Higher	05.06.2012	---	27.04.2012	TBC	24.08.2012
ILEC	12.05.2012	04.05.-12.05.2012	06.04.2012	25.06.2012	27.07.2012
ILEC	07.12.2012	03.12.-07.12.2012	02.11.2012	TBC	22.02.2013
ICFE	12.05.2012	04.05.-12.05.2012	06.04.2012	25.06.2012	27.07.2012
ICFE	07.12.2012	03.12.-07.12.2012	02.11.2012	TBC	22.02.2013

\*Estimated dates; please refer to your Confirmation of Entry for confirmation of the date your result will be published online.

## 2. Confirmation of Entry

A Confirmation of Entry giving dates, times and Munich location of your Written, Listening & Speaking tests will be sent to you by email not later than 15 working days before the written exam date.

**If you have NOT received your Confirmation of Entry by this deadline, please contact us at [exams@cambridgeinstitut.de](mailto:exams@cambridgeinstitut.de).**

## 3. Withdrawal from an Examination

If you apply for, but are prevented from taking an examination, your fee will not be returned or carried forward to a later examination. Cambridge University will consider applications for refunds on medical grounds if a doctor's certificate is produced stating that the candidate was unable to take the examination through ill-health. Applications for refunds should be made by letter to this centre and will be forwarded to Cambridge ESOL. A doctor's certificate must be enclosed. The refund amounts to 50% of the total exam fee. The letter enclosing your medical certificate should contain details of your bank and account number and must reach this centre not later than 5 working days after the Written exam.

## 4. Answer Scripts

Answer scripts become the property of the University of Cambridge and are not returned to candidates or this examination centre.



# Information Sheet (Block Entry) For the Cambridge Examinations in English

This form lists the responsibilities of the person entering a number of candidates for a Cambridge examination.

1. to enter the names of candidates on the form giving the candidate's full name, date of birth, email address and his/her telephone number at work or home. **ALL ENTRY DETAILS SHOULD BE IN BLOCK LETTERS.**
2. **to give each candidate a copy of the Candidate Information Sheet supplied with this form.**

This is important as it lists important information concerning the examinations, including further details about the speaking tests and the reimbursement of fees when, through illness, a candidate is prevented from taking the examination. Candidates should also be advised that answer scripts become the property of the University of Cambridge and are **not** returned to examination candidates or to this Regional Centre.

3. to collect the stipulated fees from each candidate. Candidates are asked **not** to settle fees with us individually. Please transfer the total amount to the following bank account:

Cambridge Examinations, Stadtparkasse München  
Account no. 397794      Bank code 701 500 00

**Please note:**

- (i) **Registrations will only be processed if the examination fees have been paid for in full. Please provide proof of payment when registering candidates.**
- (ii) **If your company/institution requires invoicing for the total fees, please inform us of this well in advance of the final registration date.**

**Both the block entry form and the examination fees must reach us not later than the final registration date. As soon as the registrations have been processed you will receive a receipt. If you require an invoice in advance please contact us at [exams@cambridgeinstitut.de](mailto:exams@cambridgeinstitut.de).**

4. to pass on to candidates the individual Confirmation of Entries, giving the dates, times and venue of the Written, Listening and Speaking tests. These will be sent to you not later than 15 working days before the Written tests. **If you have NOT received the candidates' Confirmation of Entry by this deadline, please contact us immediately at [exams@cambridgeinstitut.de](mailto:exams@cambridgeinstitut.de).**

December 2011