

# CAMBRIDGE INSTITUT

[CAMBRIDGE UNIVERSITY EXAMINATIONS IN ENGLISH]

## UNIVERSITY OF LONDON EXAMINATIONS CENTRE REGISTRATION FORM

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 one examination entry form from the University of London and have paid the required centre administration fee.

Mr  Mrs  Ms

Surname: ..... First Name(s): .....

Date of Birth: .....

Email: .....

Tel: ..... Mobile: .....

Address: ..... Invoice Address (if different to postal address):  
.....  
.....  
.....

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

Date	Examination Paper Code	Examination Paper Title

### TERMS & CONDITIONS

1. The Cambridge Institut charges an **exam administration fee**, which covers costs of administration, room hire, exam supervision and invigilation.

The centre exam administration fees are currently:

- a. € 140 per exam on weekdays for exams up to 3 hours in duration.
- b. € 180 per exam on weekends and German national / local bank holidays.
- c. 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.

Please **include evidence** of payment when submitting your Centre Registration Form to the Cambridge Institut.

**Please note: Centre Registration Forms will only be processed if the centre administration fee has been paid in full. Any bank charges incurred will be carried by the applicant.**

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

Account name: Cambridge Institut                      Bank: Stadtparkasse München  
IBAN: DE85 7015 0000 0000 3977 94                      BIC: SSKMDEMM

3. A receipt will be sent to you, together with your validation code, once your Centre Registration Form and payment have been processed.
4. It is the student's responsibility to register separately with the University of London before their registration deadline. To register with the University log on your University Portal account, enter the validation code and complete your entry.
5. **Please note that the Cambridge Institut's registration deadline is one full week (7days) before the University of London's deadline.**
6. If you miss an exam owing to illness, you have a **maximum of 14 days after the examination** to provide us with a medical certificate covering the examination date(s) for which you were absent. €90 for each examination paper not taken will then be refunded. All cancellations have to be made in writing. **Please note:** refunds are made in the case of illness only. The letter enclosing your medical certificate should contain details of your bank and account number for us to process the refund.

### 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: .....



Authorised Platinum Centre  
OFFIZIELLE PRÜFUNGSSTELLE FÜR DIE  
INTERNATIONALEN SPRACHEXAMEN DER  
UNIVERSITÄT CAMBRIDGE

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