Which Exam Session?
JAN [ ]
MAY/JUNE [ ]
NOVEMBER [ ]

THE OLD SCHOOL
L'ANCIENNE ECOLE

Private Candidates' Exam Registration Form Centre 90241, Create to Educate at The Old School

Please complete this form as clearly as possible using BLOCK CAPITALS

FIRST NAME(S)_____ **SURNAME**_____

DATE OF BIRTH_____SEX_____ADDRESS_____

_____POSTCODE_____TEL._____

MOB._____E MAIL_____

LEVEL (AS/A2/iGCSE/GCSE)	**SUBJECT / TITLE OF UNIT** (Indicating which **OPTION** if relevant)	**UNIT CODE**	**TUTOR NAME**

Conditions of enrolment: Please note that it is *your responsibility* to ensure that the exams you want to take are *available to private candidates* during the session indicated and that you fully understand and follow the exam board's regulations, procedures, deadlines and specification requirements. You *must* ensure that the details you provide are correct and that the exams do not clash with others you take.

External candidates who have not been tutored by teachers associated to The Old School must undertake remotely monitored mock exams prior to acceptance by The Old School. The fees for each mock exam paper are €50 plus €50 admin fee.

You are *very strongly advised* to find out the *date & time* of your exams independently (from the exam boards' websites) as the Statement of Entry that contains this information is emailed to you and cannot, therefore, be guaranteed to reach you. This is particularly important if you late-register.

Please note that details of the exam hall venue(s) and scheduling are published on our website before the exam session (as well as being posted to you). You *must* comply with examination regulations at all times.

If you are eligible for *access arrangement* (extra time / use of computer) you *must* provide an original of the psychological/ medical assessment when you register. Access arrangements will be assessed by the Head of Centre - €100 per assessment.

If you have sat exams in previous sessions under different UCI numbers, or if you have changed exam boards/specifications between AS & A2 and require an *AS transfer*, please provide all details to the exams officer.

If any of the exams require *pre-release/case study information* please inform us when you register. All demands for marked papers to be returned are charged at €50 per paper.

In rare cases, you may be contacted if high numbers of exam registrations mean that we have to *split an exam session*. In such instances, you must come to the exam venue to be supervised until the later session, so should allow for 3 hours duration of each exam session.

Please note that mobile phones, coats, bags etc. that you bring to the exam hall are left at your own risk.
You *must* bring photo ID (Passport/Driving Licence/National ID card) and your Statement(s) of Entry to *each* exam and *must* be on time.

As with all other examination centres, we reserve the right to refuse to accept a prospective private candidate and we are not obliged to give a reason if we decide not to accept an application. Our decision whether or not to accept an application from a private candidate is final and non-negotiable.

Please note that once the exam board's deadline has passed, no refunds are possible unless there are exceptional, documented, circumstances (*i.e.* serious illness or bereavement) and, then, at their discretion. An administration charge of 10% may be applied. Before the exam board's registration deadline, refunds incur a 10% administration fee. If registered and then removed, refunded exam entries incur a 50% administration fee. Late amendments may incur a substantial fee (see below).

I accept the conditions of enrolment at The Old School as detailed above:

SIGNED…….....…...DATE…….

Please tell us how you heard about ***The Old School***…….……...…….....

AS/A2 (4 unit Spec.) ~ €250 per unit; **"CASHING-IN"/ CERTIFICATION** ~ €25 per AS/A2 subject.
GCSE Art & Design (2 unit Spec.) ~ €250 per unit. **GCSE Drama/GCSE Music** (3 unit spec) €250 per unit
IGCSE ~ €250 per unit per subject (€275 for Foreign Language IGCSEs); **IGCSE** Double Award Science ~ €500.
AMENDMENTS ~ Please ensure you provide the correct information as amendments beyond the late registration deadline may incur substantial fees (equivalent to the late/very late unit fee).
Transferred candidate arrangement (exams hosted at other centre) - €100 per unit (this fee is *non-refundable* if refused by the board).

Payment is required before the date of the first exam to be taken at our centre. We reserve the right to withdraw candidates if exam fees and/or school fees are not received in full prior to the date of the first examination. Cheque should be made payable to 'The Old School' and posted to:

L'Ancienne Ecole, 47410 St Colomb de Lauzun E-mail: admin@oldschoolfrance.com
Tel: 0033 553406054