

1) Personal Details – all fields are compulsory

Date: _____

Candidate Name	Surname Other name(s)	Student ID No	
Telephone No (please provide a Hong Kong contact number)		(mobile)	(home)
E-mail			

2) Overseas Institution / University Details – all fields are compulsory

Institution Name			
Person to Contact		Department	
Telephone No		Fax No	
E-mail			

3) List of subject(s) for exam

If the exam date(s) and times(s) is not yet available, you can still submit your form and contact us as soon as you receive that information. Make sure you have given us the subject name. Please add more rows if needed.

You may book more than one exam within 6 months of the first exam date. British Council will collect the total amount of exam fees before the first exam day. Exam fees are non-refundable under any circumstances.

	Date *	Time	No of Hours	Subject(s)
1				
2				
3				
4				
5				
6				
7				

4) Special Arrangement (if applicable)

Please specify your requirements below. You must obtain approval from your university / institution regarding all special arrangements.

Contact information: **Miss Alisa Lee**
 Assistant Manager, Examinations Services
 Address: **British Council, 3 Supreme Court Road, Admiralty, Hong Kong**
 Tel: **+852 29135173**
 Fax: **+852 29135172**
 Email: examsrequest@britishcouncil.org.hk

British Council Hong Kong Fair Collection Notice

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For office use only

No of paper(s)		Charging Instruction	Receipt No	Date
Total exam fee		University / FE – M/155/012		
Courier charge		Professional – M/155/007		
Total fee		Air waybill number		

Candidate Name: _____

Name of Institution: _____

5) Payment Details:

Exam fee: First paper \$1200, each additional paper \$800.

The fees are applied to Monday – Friday (9am – 9.30pm) and Saturday (9am – 6pm).

Number of Paper(s)	Exam Fee	Courier Charge	Total
1	\$1200	\$250	\$1450
2	\$2000	\$375	\$2375
3	\$2800	\$500	\$3300
4	\$3600	\$625	\$4225
5	\$4400	\$750	\$5150
6	\$5200	\$875	\$6075
7	\$6000	\$1000	\$7000
8	\$6800	\$1125	\$7925
9	\$7600	\$1250	\$8850

- Two papers taking not more than three hours in total, and taken on the same morning or afternoon, are counted as one paper for the purposes of calculation.
- These fees cover the receipt and safe-keeping of the exam papers, provision of an exam room, invigilation and all necessary correspondence and administration.
- If you need any assistance in calculating your total fee, please contact us.

The total charge for your exam(s) is:

Exam Fee	HK\$
Courier Charge	HK\$
Total	HK\$

Refund Policy: Exam fees are not refundable in any circumstances.

We only accept payment by credit card. Registrations without credit card details will NOT be accepted or processed.

VISA Master Card

Credit card number:

Expiry date:

Cardholder's Name: _____

Cardholder's Signature: _____

By signing, I hereby authorise British Council to charge the specified credit card account for the indicated amount as calculated above.

I promise to pay such total subject to and in accordance with the agreement governing the use of such card.

Exam fees will be collected from the credit card account above once your arrangement has been confirmed.

6) Please return this form:

- 1) **By E-mail** – Completed form must be **SCANNED** and e-mailed to: examsrequest@britishcouncil.org.hk
- 2) **In Person** – Customer Services, 3/F, British Council, 3 Supreme Court Road, Admiralty, Hong Kong
Address: 3 Supreme Court Road, Admiralty, Hong Kong
Opening hours: Monday – Friday: 10.00am – 6.30 pm; Saturday: 9.00am – 6.00 pm; Sunday & Public Holiday: Closed

Disclaimer

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