

Private candidate: preliminary information and entry form

Preliminary information

Further to your enquiry regarding accommodating your examinations; places offered to private candidates are limited and subject to conditions. This preliminary entry does not guarantee you will be accommodated at this centre.

You should fully complete sections 1-4 of the preliminary entry form on page 2 by inserting your responses in the white boxes provided. The form must then be signed to confirm your understanding and dated. Your form will not be processed until all requested information and supporting evidence (where required) is provided.

Please return the completed form to the Exams Officer by email

jgallagher@princewilliamschool.co.uk, or send to school FAO Exams Officer, Prince William School, Herne Road, Oundle, Peterborough PE8 4BS.

The deadline for returning the completed form is 1st February 2019.

If the centre is able to accommodate your entry/entries, you will receive a response from the Exams Officer by email or telephone. Following this you will receive a provisional statement of entry and an invoice for examination entry fee, admin and invigilation fees. Final entries will not be submitted to the awarding body until the invoice has been paid.

In case of query, please contact Jo Gallagher, Exams Officer on 01832 272881 or

jgallagher@princewilliamschool.co.uk.

Points to note

- ▶ You are responsible for ensuring the exams office receives all your entry/entries information on time.
- ▶ Should your exam entry/entries and use of the centre's exam accommodation incur additional or other fees, including extra invigilation or access arrangements costs, these will be charged at a later date once the examination timetable is finalised; these additional fees, where incurred, must be paid at least one week before the examination is due to take place.
- ▶ This centre reserves the right to withdraw your entry/entries if any amount remains outstanding.
- ▶ The centre cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary changes to your entry/entries information.
- ▶ Should you decide to withdraw your entry/entries then you will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the entry deadline has passed and this varies dependent on the awarding body.

Fees 2018/19

- ▶ A non-refundable registration fee PER SUBJECT of £50.00.
- ▶ Invigilation fees £10 per hour.
- ▶ Exam Entry fee as notified by the exam board.

