

The British Council in Australia is able to conduct your exam on behalf of your University/College or Professional Institute, if your institute recognises British Council in Australia as a provider. Please ensure that your institute allows you take the exam with British Council in Australia prior to making this booking.

This application needs to be completed and returned the British Council Office at least **ONE MONTH** prior to the examination date.

**Personal Details** - all fields are compulsory

Candidate Name	<input type="text"/>	Student ID No	<input type="text"/>
Address	<input type="text"/>		
Email	<input type="text"/>		
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>

*please provide an Australian contact number*

**Institution Details**

Institution Name	<input type="text"/>		
Course/degree name	<input type="text"/>		
Contact person	<input type="text"/>	Department	<input type="text"/>
Telephone No	<input type="text"/>	Fax No	<input type="text"/>
Email	<input type="text"/>		

**List of subject(s) for examination**

If the examination date(s) and time(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.

	Date (DD/MM/YY)	Start time	No of hours	Subject(s)/unit(s)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Special Arrangements (if applicable)** Please provide proof from the institution that this arrangement is approved.

**For office use only**

No of paper(s)	<input type="text"/>	Charging instruction	<input type="text"/>	Receipt No.	<input type="text"/>	Date	<input type="text"/>
Total exam fee	<input type="text"/>	School	<input type="text"/>				
Courier charge	<input type="text"/>	University	<input type="text"/>				
Extra's charge	<input type="text"/>	Professional	<input type="text"/>				
Total fee	<input type="text"/>	Airwaybill number	<input type="text"/>				

### Payment Details

Candidates taking exams will be responsible for this fee unless it is agreed to be paid by your University/College/Professional Institute. If your University/College/Professional Institute will be covering your fees then written advice from them needs to accompany this request form.

	Three hours or less	Greater than three hours
Examination fee	\$320	TBA - Please contact British Council in Australia for advice
Courier cost	\$80	
<b>Total</b>	<b>\$400*</b>	

\* If your exam(s) has a run time greater than three hours, or if you plan on sitting multiple exams within a three-hour block, please contact the British Council in Australia for advice. For exams in Melbourne there will be an additional \$60 surcharge.

*Please note: exams are conducted during office hours only: 09:00 - 17:00 AEST, Monday - Friday*

### Examination fees

- All amounts need to be paid into the British Council's Australian bank account and any international transfer fees need to be covered by the payee.
- All fees are GST-inclusive. Fees must be paid in full in \$AUD on enrolment. The payee is responsible for any additional bank charges.
- **IMPORTANT:** Payment of fees is required prior to sitting your exam. All fees will not be accepted as paid until funds are cleared through the British Council's bank account.
- Please note, extra costs may be charged for; scanning, copying or faxing of script papers; arrangements for students with disabilities e.g. scribes; software or computer downloads; other special arrangements/requirements needed.
- Upon the British Council's receipt of this form, you will receive a confirmation email and invoice. Fees are payable within seven (7) days of the invoice being issued.

### Declaration by candidate

I certify that the information on this form is complete and accurate to the best of my knowledge. I recognise that I am liable to pay fees for any entry amendment made after the British Council deadline. I understand that I shall be allowed to sit only for those subjects and papers for which I have entered on this form.

### Disclaimer

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date.

Candidate Name

Date (DD MM YY)

Signature of candidate

**SEND FORM NOW**

**PRINT FORM**

Contact Information:

Australia Exams Team  
Address: Room 13.10, Level 13, 60 Margaret Street, Sydney, NSW 2000  
Tel: +61 (0) 416 373 600  
Email: [Exam@britishcouncil.org.a](mailto:Exam@britishcouncil.org.a)