

British Council Singapore is able to conduct your exam on behalf of your University/ College or Professional Institute. In order to do that, first of all, you must ensure that your University/ College or Institute allows you to take exam in British Council Singapore.

There are fees charged for exam arrangement. Candidates taking exam will be responsible for this fee unless it is agreed to be paid by your University/College/Professional Institute.

1. Fees Scale

	During office hours (0900 – 1800)	Out of office hours (evenings, Saturdays / Sunday / Public Holiday)
First paper	S\$305 (inclusive GST)	S\$440 (inclusive GST)
Each additional paper (within the same application)	S\$235 (inclusive GST)	S\$350 (inclusive GST)

*** For exams that straddle the 2 time slots, the fee will be determined by the end time of the exam**

The above fees rates are effective from **1 April 2012**. It is subject to annual review and as such, is subject to change without notice.

The fees cover the receipt and safe-keeping of the examinations papers, invigilator cost, provision of an examination room, return the examinations papers to overseas institutions by courier (DHL), correspondence and administration cost.

One paper examination refers to the maximum of a four-hour paper examination. Two papers taking not more than four hours in total and within 15 minutes of each other are counted as one paper.

2. Payment Procedures

a. Payment by cheque

- Submit the completed application form and attached a cheque, payable to “British Council (Singapore) Limited” no later than 2 weeks before the first day of exam to: **British Council (Singapore) Limited, Examinations Services, 30 Napier Road, Singapore 258509.**

b. Payment by Cash/Credit Card

- Proceed to our Napier Road Centre at least two weeks before the first day of exam.

c. No refund of examination fees for absence or withdrawal from the examination.

3. Disclaimer

The British Council is committed to deliver the Examinations Services, however, we cannot be held responsible for any interruptions which are 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.

1) Personal Details – all fields are compulsory

Full Name	First name	Last name	
NRIC / Passport No		Email	
Contact Numbers	(mobile)	(home / office)	
Postal Address			

2) Institution Details – all fields are compulsory

Institution Name			
Person to contact		Department	
Telephone No		Email	

3) List of subjects(s) for examination

If the examination date(s) and time(s) is not yet available, you can still submit this form and contact us as soon as you receive the information.

No. of Paper	Date (dd/mm/yy)	Time	No of hours	Subject(s)
1				
2				
3				
4				
5				

4) Declaration

- I herewith agree to abide the Rules and Regulations of the University and that of the British Council.
- I am aware that fees paid are not refundable.

Signature of candidate		Date: (dd/mm/yy)	
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FOR OFFICAL USE ONLY

No of paper(s)		Total fees S\$	
Board Code		Date	
Sequence No		Receipt No	Collection by

The British Council believes the all children have potential and every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNRC, 1989.