

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.) ~ €200 per unit; **"CASHING-IN"/ CERTIFICATION** ~ €25 per AS/A2 subject.

GCSE Art & Design (2 unit Spec.) ~ €200 per unit. **GCSE Drama/GCSE Music** (3 unit spec) €200 per unit

IGCSE ~ €200 per unit per subject (€225 for Foreign Language IGCSEs); **IGCSE Double Science** (3 exams) ~ €400.

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**