

Thank you for choosing the British Council to sit your Examinations. In order for us to process your application quickly, please read and follow the instructions below:

### Completing your application form

Ensure that you read the guidance notes as they contain important information about processing your centre fees. This will also allow us to contact you if we have any questions about your application. **Please ensure that you complete this form fully especially with a valid email address and contact numbers.**

University	Centre fees	
University of London	GBP 61 per exam	<b>For candidates sitting for 1 or 2 exams in a session.</b>
University of London	GBP 43 per exam	<b>For candidates sitting for 3 or more exams in a session.</b>

### Completing the Bank Deposit Slip

In order to assist us in identifying your payment, it is important that you use the correct **code** on the Deposit Slip.

Examination Type	Code for Bank deposit slip
University of London	U401

#### **EXAMPLE:**

Exam Code		Phone Number										Family Name						First Name								
U	4	0	1	0	9	6	6	1	2	3	4	5	6	T	E	M	B	O	I	G	N	A	T	I	U	S

#### Examination Fees

All candidates pay the examination fees directly to the University of London. The British Council will give you the validation code after you have paid the centre fees in full to the British Council.

Please ensure that you make the correct payment. Underpayment will result in your application not being processed and or delayed until full payment is made. Overpayments will not be refunded. Only make *one deposit* into the bank, do not make separate payments if you are sitting for more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

If you do not get an SMS or Email within 5 working days after your payment, Please contact us. This is to enable you receive your validation code and then go back to the online entry task and complete the exam entry.

#### Submitting your completed application

You need to submit your completed application, deposit slip and payment to Standard Chartered bank. The British Council will collect your application form directly from Standard Chartered bank. Please ensure you keep a copy of your deposit slip as proof of payment.

#### Where to make the Payment

Lusaka	Lusaka Main Branch, Cairo Road
	Levy Mall Branch, Kabulonga Branch
	Manda Hill Branch, Manda Hill Shopping Mall
Chingola	Chingola branch
Livingstone	Livingstone branch.
Kitwe	Zambia Way (Kitwe Main) Branch
Solwezi	Solwezi Branch
Ndola	Jacaranda Branch

## **Special Requirements**

### **Equality, Diversity and Inclusion**

**British Council is committed to Equality, Diversity and Inclusion services accessible to all. If you have any special needs requirements or need any special assistance to sit an examination with us, please contact us on +260211376700 or email us on [info@britishcouncil.org.zm](mailto:info@britishcouncil.org.zm) .**

#### Identification

Candidates are required to present their exams board confirmation letters and any of the following iD documents at the examination venue in order to sit the examination

- National Registration Card (NRC)
- Passport
- Drivers Licence

#### .IMPORTANT NOTICE

Kindly bring your deposit slip to the exam as proof for payment.  
Venue for Examinations — LUSAKA only

### **Refunds**

All examination fees paid are non refundable. Refunds will not be issued for incorrect choice of examination or subject choice. We will only consider applications for refunds made on the following grounds:

1. Medical – hospital admission or serious injury
2. Loss or bereavement – death of parents, guardian, brother/sister or child
3. Hardship/trauma – victim of crime, victim of traffic accident
4. Military service

Applications for refund must be made within 14 days of payment and addressed to the Examinations Services Manger. Applications made after 14 days of payments should be addressed to the Examining Board and the application made through British Council.

Applications made within 14 days of payment shall attract a 25% administration fee.

### **Special Requirements**

If you have any special requirements or needs that we need to take into account to enable you to sit your examination, please contact us.

**Please keep this guidance note for your reference**

### **Further information:**

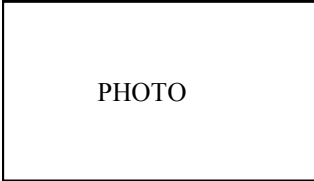
Web: [www.britishcouncil.org.zm/contact-us](http://www.britishcouncil.org.zm/contact-us)

Email: [info@britishcouncil.org.zm](mailto:info@britishcouncil.org.zm)

Facebook: [www.facebook.com/BritishCouncilZambia](https://www.facebook.com/BritishCouncilZambia)

Tel: +260 211 376700

**SECTION A — PERSONAL DETAILS**



First Name		Family Name																	
Gender		Date of Birth (DD/MM/YY)				National Identity Number (Passport/NRC)													
M	F																		
Name of School/College you are currently studying at:																			
Postal Address:																			
Previous centre and candidate number :																			
Mobile/Cell:										Other Numbers:									
Email:																			

**SECTION B— EXAM BOARD AND DATE OF EXAMINATION**

Examination Body or Institution Name:
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Course/ Subject Name	Examination Date

By submitting this application form, I confirm that I have read, understand and agree to the terms that are set out in the guidance notes attached to this application form.

I confirm that the information I have given is the truth and is accurate to the best of my knowledge and belief.

Name:

Signature:

Date:

**DISCLAIMER:**

Your personal data will only be used for internal purposes of British Council and for registration with your exam board. The British Council is committed to deliver the examinations services according to the rules and regulations set by your exam board. 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.

From time to time, we may wish to notify you about new services and products that the British Council is offering. If you would NOT like to receive this information, please tick this box

**FOR BRITISH COUNCIL USE ONLY**

Application Received:	Correct Payment Received:	Date Application Processed:	Candidate No:	Exam Officer Name: