

Registration fee per candidate (non-refundable)	Local Fee per Exam Paper	
	Mon - Fri (9.00 am to 5.00 pm)	5.00 pm - 9.00 pm / Sat / Public Holidays
RM100.00	RM651.00	RM802.00

**One exam** is defined as one candidate sitting one paper for duration of up to 3 hours maximum.

- \* Any exams exceeding a duration of 3 hours will be charged a pro-rated candidate fee as applicable
- \*\* A minimum charge of RM 530.00 will be charged for "no show" on scheduled sessions (without notice)
- \*\*\* Any exams completing after 9.00pm are liable for surcharge of RM106.00 per half hour or part thereof

**Payment (please fill in table below) :-**

Registration fee per candidate (non-refundable)	<b>RM100.00</b>
<b><u>Mon - Fri (9.00 am to 5.00 pm)</u></b>	
Local Fee per Exam Paper	
No. of paper = _____ paper (s) x <b>RM 651.00</b>	
<b><u>5.00 pm - 9.00 pm / Sat / Public Holidays</u></b>	
Local Fee per Exam Paper	
No. of paper = _____ paper (s) x <b>RM 802.00</b>	
<b>Grand Total (RM)</b>	

**Cancellation/ Withdrawal**

- \* Any candidate wishing to defer, cancel or withdraw from an examination after arrangements have been finalised, will have to notify in writing to the British Council as soon as possible. Verbal postponement/ cancellation/ withdrawal are not accepted.
- \* Refunds will only be processed upon surrendering the British Council's official receipt.

**Local Fee Refund Policy**

- \* Registration fees are non-refundable and non-transferable.
- \* Local fees cannot be transferred from one examination session to the next.
- \* Claim for refunds will not be accepted unless the exam board or university rejects the examination application. A full refund of the local fee is then applicable

**Included in these charges are: -**

1. Receipt and storage of examination papers
2. Arrangements for room hire and invigilation
3. Invigilator/s fees
4. Informing the candidates of the arrangements for the examination
5. Courier charges (by TNT) for the return of answer scripts to UK (at the end of the whole period of examination)

**Additional charges which will be invoiced to you for the following services:**

1. Off-site exam hall hire at cost
2. Express dispatch of scripts (by DHL or Federal Express) [approximately 3 days to reach UK] - courier charges at cost
3. Daily dispatch of scripts at the end of every examination session - courier charges at cost.
4. Faxing of scripts to UK (express service) - at RM8.00 per A4 page
5. Photostating of scripts before returning - at 30 cent per A4 page