NOTE:

1. Please complete the application form, attach a photograph before submitting them together at our registration office with the fees.
2. Candidates MUST ensure that the entry details are accurate. Any changes made after the registration documents have been submitted to Cambridge will be charged a penalty fee PLUS fresh registration fee.
3. Please make sure that you write the syllabus number and the option code as they are very important for your registration.

Candidate’s photograph

If you have written Cambridge International Exams before, please input the details below:

Previous Candidate Number Previous Centre Number

**Candidate’s details:**

1. Family Name:

2. First name(s):

3. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*4.* Tel /Mobile No. / \_\_\_\_

5. Date of Birth / / (*dd/mm/yr)* Gender F /M *(tick appropriate box)*

6. E-mail address

7. ID/Passport Number

8. Do you have any special needs due to health/medical conditions? Yes / No

9. If yes, please specify and provide medical evidence \_\_\_\_

10. Is English Your First language? Yes / No

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| **Exam Level e.g. IGCSE** | **SUBJECT Name** | **Syllabus**  **Number** | **Option Code** | **Paper date and time** | **FEE PER ITEM** |
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**Candidate’s Signature Date** / / (*dd/mm/yr)*

**Important Notes**

* We may use your personal details to send you information in connection with your examinations, and/or information about our activities and services.
* If your picture was taken in any of our events, we may use it in our publications.
* Please tell us if you agree to this or not, by ticking one of the following boxes

□ ***I agree*** □ ***I disagree***

**Cancellation and Refund**

* If the candidate wishes to drop one subject or the whole registration, he/she must complete the cancellation form.
* Candidates who have given written notice to the British Council of their intention to withdraw from the examination by the last date for regular entry may expect to receive a full refund of the subject fees. A charge of 25% per module will not be refunded.
* Candidates who have given written notice to the British Council of their intention to withdraw from an examination from the first day of the start date of late registration may not expect to receive a refund. On medical grounds refund may be issued upon the Board’s discretion.
* Please note that all refund will be issued after the end of the examinations period.
* According to our financial regulations all our cheques must be issued with a PAYEE ONLY stamp, therefore, please state clearly the name which should appear on your cheque in case of refund, failing to do so the cheque will be issued in the name of the candidate only.
* If the cheque is not collected within 6 months of its issue date, the cheque will be automatically cancelled.

**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 retesting at a later date.

British Council Libya administers paper based exams only and does not accommodate any practical exams. Candidates are advised of this fact and the British Council does not take any responsibility if the candidate selects an option which includes practical components.