APPLICATION FORM (under 18)

Cambridge English Exams - Amsterdam

First: See BLTC website for available exam dates and types of exam - Paper Based or Computer Based (CB)

Choose your exam:

**Paper Based**
- □ FCE
- □ CAE
- □ CPE

**Computer Based (CB)**
- □ FCE (CB)
- □ CAE (CB)
- □ CPE (CB)

Examination date: (dd/mm/yyyy)  _____ / _____ / _____

**Personal Details** (please complete the form using block capitals only)

First names (as in passport): __________________________________________________________

Last name: ________________________________________________________________

Date of birth (dd/mm/yyyy): _____ / _____ / _____

Gender: □ male □ female

Street and house number: __________________________________________________________

Postcode (e.g. 1234 AB): _____________________________

City: _____________________________________________________________

Telephone: _____________________________________________________________

Email address: _____________________________________________________________

Any special requirements due to medical conditions:

□ No

□ Yes (Please provide us with the documents relevant to your requirements)

______________________________________________________________________________

______________________________________________________________________________
Payment options

- Bank transfer to:
  BLTC B.V.

  IBAN: NL46ABNA0547679386
  BIC: ABNANL2A (for international payments only)

  **Important! Please state: [Cambridge exam] for [name], [test date] & [telephone number]**

- By PIN or cash at BLTC

  **Please note:**
  - credit cards are not accepted
  - all bank charges are the responsibility of the applicant
  - BLTC does not use 'acceptgiros'
  - you are **ONLY REGISTERED FOR AN EXAM DATE** on receipt of your payment, payment must be received before the registration deadline or late entry fees will be incurred

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<th>Name of Candidate</th>
<th>Signature of Candidate</th>
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By signing I agree to the “Terms and Conditions” on page 4

Please return this application form by post or email to:

**British Language Training Centre**
Oxford House
Nieuwezijds Voorburgwal 328/E
1012 RW Amsterdam
Tel: 020 622 36 34

Email: bltc@bltc.nl
**Consent text, under 18:**

Declaration:

I am the parent/legal guardian of the candidate named on this form and the candidate and I give consent to this person taking the Cambridge ESOL exam.

I understand that all individuals who want to take Cambridge ESOL exam are required to agree to all of the Terms and Conditions as mentioned on the Cambridge ESOL website.

I confirm that I have carefully reviewed the Terms and Conditions, including but not limited to, the provision of a valid photo ID for the exam day and that a photo will be taken of the candidate on the day of the test and will be stored on Cambridge ESOL’s secure Results Verification website. I understand and accept that the photo shall only be available to organisations/individuals that the candidate gives their details to. I consent that these organisations/individuals can use these details to verify the candidate’s examination result.

By signing this form, I consent to and agree that the candidate listed on this form will comply with all the Terms and Conditions of the Cambridge ESOL exam at this centre.

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TERMS AND CONDITIONS

By signing page 2 of this Registration Form, you confirm that you understand that you are registering to take the Cambridge English Exam at the British Language Training Centre (BLTC) and the payment relating to your Exam Registration is directly between the BLTC and yourself. All aspects of your Exam Registration relating to payment terms, refund, cancellation and transfer are as per the policies stipulated below.

Test Registration
You may not register: (i) more than once for the same Cambridge English Exam session; or (ii) for more than one Cambridge English Exam session in any given month.

After you make your Test Registration, the BLTC will confirm its acceptance to you in the form of an email from our test centre of your enrolment on the relevant Cambridge English Exam session (“Cambridge English Language Assessment Exam Confirmation”). The contract between you and the BLTC will only be formed when you are sent the Cambridge English Language Assessment Exam Confirmation. The contract between you and the BLTC is formed in the English language. The BLTC reserves the right not to accept Exam Registrations after the registration period for the relevant Cambridge English Exam session has closed.

Fees
Fees may change from time to time, but this will not affect any Exam Registration which has been confirmed by an Enrolment Confirmation. Payment for your Exam Registration will need to be made in advance to BLTC’s bank account or another available payment method. The registration will not be confirmed until the registration fee has been paid. The candidate may not register more than once for the same exam session or in the same month. The BLTC reserves the right not to accept registrations after the established deadline. The BLTC also reserves the right to cancel an exam if a minimum number of 10 candidates is not reached.

In this case, exam fees will be refunded.

Refund
1. Conditions of refunds
A refund of the examination fee is possible only under the following conditions:

1.1 If a refund request is submitted no later than 14 calendar days from the date of registration (payment date) as a consequence of the right of withdrawal established under the law, to which candidates registering on line are entitled and which should be exercised in accordance to point 1.3. Such right of withdrawal expires after the mentioned 14 calendar days.

1.2 If a refund request is submitted before close of registration but after 14 working days from the date you registered (made payment).

1.3. If absence during the examination occurred on medical grounds or illness, on condition that the period of absence includes the time of the written test.

2. Required documents:
2.1. In the case of refunds described in points 1.1. and 1.2. you or the person/institution that submitted the fee on your behalf, should email a Refund Request Form together with proof of payment and a Refund Request Form to the BLTC exam centre by the stated deadline.

2.2. In the case of absence described in point 1.3. you or the person/institution that submitted the fee on your behalf, should email a medical certificate together with proof of payment and a Refund Request Form to the BLTC exam centre by the stated deadline. The medical certificate should indicate the dates when you were indisposed.

2.3. In the case of absence described in point 1.3. you or the person/institution that submitted the fee on your behalf, should email a medical certificate together with proof of payment and a Refund Request Form to the BLTC exam centre by the stated deadline. The medical certificate should indicate the dates when you were indisposed.

3. The amount and form of refund:
If you are entitled to a refund, the refunded money will be returned to your bank account. You or the person/institution that submitted the fee on your behalf is entitled to an entire or partial refund under the conditions stated below:

3.1. In the case described in point 1.1. a refund of 100% of the submitted fee.

3.2. In the case described in point 1.2. a refund with an administration fee of EUR 40 of the full fee deducted.

3.3. In the case described in point 1.3. candidates receive an exam voucher to be used for the same exam within a year at the BLTC.

Refunds will be made within 14 calendar days of the receipt of the full set of correctly completed documentation – together with proof of payment

Cancellation
BLTC reserves the right to cancel an examination date if the minimum number of candidates do not apply. In this case candidates may either transfer to another date fee free of charge or receive a full refund of the exam fee.

Test day photography
With this registration you give your consent to be photographed on the exam day if required by the current exam regulations. In this case, photographs and exams results will be available on a protected web site called Online Results Verification where institutions will be able to verify the candidate’s identity and/or results. When taking KET, PET, FCE, CAE, CPE, ILEC, ICFE and BEC exams it is mandatory for candidates to have their photograph taken on the day of the exam. Cambridge English Language Assessment reserves the right not to publish exam results if the candidate has not been photographed according to the regulations.

If you are a candidate aged 18+ please confirm your consent to having your photograph taken on the day of the test by sending us the Consent Form, available on the BLTC website.

If you are a candidate under 18 your parent or guardian will need to confirm their consent to having your photograph taken on the day of the test by sending us the Consent Form, available on the BLTC website.

Location, date and time
All information regarding the exam (timetable), including the date of the Speaking Test, the exam’s location and the candidate number, will be communicated to the candidate approximately 3 weeks before the exam date. The Speaking component may take place on a different day than the written components and possibly on a Saturday. It is not possible to choose or change the Speaking test date; it is the candidate’s responsibility to check the Speaking dates and avoid clashes with other commitments.

General Regulations
Any candidate using a dictionary, correction fluid, audio recording equipment, a mobile phone, or any other electronic material, or breaking the regulations in any other way has the possibility of being disqualified.

Copyright of all exam materials belongs to Cambridge English Language Assessment. Cambridge English Language Assessment does not allow candidates, centres or institutions to see candidates’ answer sheets or any other material used in the exam.

Cambridge English Language Assessment Regulations
A document issued by Cambridge called Regulations contains a comprehensive list of examinations regulations. A Summary Regulation Notice will be sent to candidates together with the exam details and timetable. Should you need your results for Visa/immigration purposes, please contact the BLTC at time of registration.

Special needs
For candidates with special needs (eg hearing difficulties), it is possible to make arrangements for extra time, large print, or Braille. Poor spelling, due to dyslexia is not taken into consideration. Candidates must send their special needs requests when sending their registration form accompanied by medical evidence. This should be done by the latest on the closing date. For special needs no late entries are accepted.

Results
Cambridge English exam results are accessible on-line; access details can be found on the Confirmation of Entry. Should these be lost or misplaced, a copy can be requested via email to the BLTC from the date results are issued. Exam papers are marked in the UK by the Cambridge English Language Assessment, which later sends results to the BLTC. Exam papers remain property of Cambridge English Language Assessment and cannot be returned or reviewed.

Certificates
Certificates are sent to candidates by registered post, approximately 6 weeks after the release of results. A candidate who has lost a certificate may apply for a form from the BLTC for a Certified Statement of Results, for which a fee is charged. Unclaimed certificates will be destroyed after two years.

Re-sit
Candidates that failed the exam can register again. Candidates will pay the full exam fee and have to re-sit all papers. It is not possible to re-sit part of the exam.

Data Protection
We apply the UK Data Protection Act 1998 to all of our global operations unless the local equivalent law is stronger. The UK Data Protection Act works in two main ways. It gives individuals rights over how their personal information is used and sets out rules for organisations that handle personal information. Our privacy policy describes how we treat personal information. Our Personal Information Charter sets out the standards you can expect from us when we handle personal information and what you can do if you think standards are not being met.

Accessing your personal information
Under the UK Data Protection Act any individual has the general right to ask for a copy of the personal information held about them. This means that you can ask for the information that we hold about you. This is known as the right of ‘subject access’. When making a request you will need to give us: a request in writing, the £10.00 fee, proof of your identity, proof of your address and any information that we reasonably need to process the request. For example details of our offices or staff that you have had contact with and when. We will not store looking for your information unless we need it. If you have any questions, or for help making a request, please contact the Data Protection Officer at our Manchester office. Although you should submit a request in writing, if you would like to speak to someone in person, you can contact us by telephone on +44 (0)161 957 7329

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