

Personal Details

(Complete in Block Capitals)

TITLE:			
First Name:			
Family Name:			
Address:			
Date of Birth:		Mobile No.:	
Email Address:			
Examination Board:			

List of Subject(s) for examination

	PAPER TITLE	DURATION	DATE	START TIME
1				
2				
3				
4				
5				
6				

PLEASE READ THIS NOTICE CAREFULLY

I understand that:

- Once registration is accepted there will be no refund of Examination fees.
- No refunds will be given for cancellation of examinations and there is no postponing of exams.
- The British Council cannot accept responsibility if an application for entry to an examination is not in accordance with the Board's regulations. Please read the regulations carefully before applying to the Council.
- LOCAL FEES should be paid at least two weeks in advance of the candidate's first paper. Once the entry accepted NO refunds can be made.

Please adhere to these times even if the Board's times differ and please arrive at the venue 30 minutes before the examination is due to start. It is full responsibility of the candidate to know the date and time of each of his/her examinations. The British Council can accept no responsibility if a candidate attends at the incorrect time.

- Please inform The British Council of any change of address or telephone number immediately.
- The Examining Board normally sends results directly to the candidate.

- 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, canceled 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 re-testing at a later date.

The British Council will use the information that you are providing in order to complete your examining duties and to maintain your examining records.

The British Council would like to use your information to send you details of our activities, services and events (including social events) which might be of interest to you.

Yes, I would like to be sent details of British Council activities, services and events, please contact me by:

EMAIL

TELEPHONE

SMS

☐ I do not want to be sent details of Council activities, services and events.

Signed:

Date:

You have a right to ask for a copy of the information we hold about you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information.

If you do want to see a copy of your information, please contact Data Protection Team by e-mail at dataprotection@britishcouncil.org or send in your request to, Data Protection Officer, The British Council, 10 Spring Gardens, London SW1A 2BN or your local British Council office.

Examination Fee

No of papers	Examination Fee
1 Paper	SAR 588
2 Papers	SAR 1092
3 Papers	SAR 1596
4 Papers	SAR 2100
5 Papers	SAR 2604

University of London	
No of paper	Examination Fee
1 Paper	SAR420
2 Papers	SAR 819
3 Papers & above	SAR 294 each

For Office Use Only

No. of Papers

Fee

Receipt No.

Date

Officer Initials

Step 1: Please complete the Form (page 1)

Step 2: Make the payment

Payment options

Option 1: Payment at one of the British Council Offices (Riyadh & Al Khobar only).

Option 1 is not available in Jeddah.

Option 2: Direct Deposit at SABB

Directly deposit the fee at your nearest SABB branch - <http://www.sabb.com/ar/personal/tools/branches-and-atm-locator/>

Please make sure to include your name & city and mobile number on the deposit slip as reference for your payment at the time of deposit. Once you have paid the correct fee, please email a copy of the deposit slip as proof of payment with duly filled Application form for Oxford (page 1) (quoting your full name and City in the subject line) to ExamsRegistration@sa.britishcouncil.org

Option 3: Direct Bank Transfer

Online direct bank transfer from your account to the British Council's account. In this case you need to add the British Council as a beneficiary for your transfer.

Please make sure to enter your name, city and mobile number as reference for your payment at the time of transfer. Once you have paid the correct fee, please email a copy of the bank transfer as proof of payment with duly filled Application form for Oxford (page 1) (quoting your Name and City in the subject line) to ExamsRegistration@sa.britishcouncil.org

British Council Bank Details

Bank name	The Saudi British Bank
Branch address	Shara Dabab Branch, PO Box 17682, Riyadh 11494, Saudi Arabia
Account name	British Council
Account number	003 001 328 003
IBAN number	SA58 4500 0000 0030 0132 8003
Swift Code	SABBSARI

Important Note: Please note your request will be processed within 7 days from the receipt of payment confirmation and Application, to (ExamsRegistration@sa.britishcouncil.org).

Disclaimer:

Missing or incorrect name and mobile numbers provided at the time of deposit may result in the British Council unable to track your registration fee in which case your service will not be confirmed. The British Council will accept no responsibility for any delays or loss that occurs as a result.

For clarification or assistance, please contact our Call Centre:

Telephone	920003668
Email	KSAinfo@sa.britishcouncil.org