

PLEASE READ CAREFULLY

1. Cleared payment must be received before any application is processed. By making payment, you agree to our Terms & Conditions. Your application is processed at the time payment is made and is binding. Payments are non-refundable.
2. Statement of Entries are normally released four weeks or more before the exams. Exam dates are available on your exam board's website.
3. You must email a photocopy of your passport within seven days of submitting your application form. The passport picture must be current & a true likeness of you. You are expected to bring the original passport to the exam with you as this may be checked. Places are limited and early bookings are advised.
4. We accept no liability over the accuracy of responses you provide on your application form. We are not duty bound to help you complete your form. Any help you may request about your exams will be provided bona-fide & we will not accept responsibility for its accuracy. We do not advise on whether coursework or practicals used for previous exam sittings can be transferred nor should you take/rely-on advice from us over exam options. You must check all information (including your eligibility to sit exams) directly with the exam boards before entering for exams.
5. We accept no liability over any errors that occur in processing your application, notably those caused by the exam boards. An exam centre, including any school or college, cannot guarantee that your exam paper will be ready to sit on the date of the planned exams.
6. Charges apply for special circumstances (enquire if applicable), including: 1) Exam clash resolutions and transfers. 2) Special/Access applications, considerations and arrangements (extra time, sickness etc.)(Here documentation must be submitted before 1 March for May/June exams). 3) Duplicate statement of entry production. 4) Exam withdrawals 5) Changes to exam entries. 6) UCI merges 7) Mock written tests and practicals. 8) Emailing or posting of results and certificates. (On results day, Results Statements and Certificates are available for collection free of charge from our centre during the hours of 11am and 3pm). You may also send a self-addressed envelope for results and certificates which will be processed without charge.
7. Our service in accepting your exam application is limited to sending your completed application details to the exam board, subsequently allowing you to attend our approved exam centre for the purpose of sitting the exam(s) to which you have applied. Your data may be shared with exam bodies, notably for Access Arrangements. You are expected to familiarise yourself with your exam board's regulations before attendance.
8. The application form & its contents are protected by Copyright. Infringement will lead to court action.