



Overseas Exam Entry Form – Certificate Level – 17th, 18th & 19th January 2012

CENTRES PLEASE CAREFULLY READ THE FOLLOWING: Examination question papers will be supplied free of charge ONLY to centres entering a minimum of 5 candidates each entering 4 Certificate subjects during this current session *{or the equivalent i.e. a total of 20 subject entries}*. In completing this Examination Entry Form for less than 5 candidates, the undersigned confirms the training centre's agreement to pay the balance of fees that make up the required minimum. Thus the minimum 'Examination Fees' that should accompany this form excluding 'Late Entry Fees' and/or 'Membership Fees' is £700.00, otherwise entry should be postponed to a later date when a larger group may be entered. The 6-week deadline for entry to examinations must be strictly adhered to or 'Late Entry Fees' (£45.00 per candidate, per level) paid no later than 14 working days BEFORE the Examination Day. Any Student permitted to sit an examination without his/her inclusion on this form and Membership/Examination fees fully paid by this final deadline, will be treated as an 'Unauthorised Entry' and a further penalty fee of £55.00 (per candidate, per level) will automatically apply in addition to the usual examination and late entry fees.

Centre name: _____ ACP Centre No. _____

Centre's e-mail address: _____ Tel: _____

PLEASE NOTE THAT WE CAN ONLY SEND EXAMINATION QUESTION PAPERS TO THE REGISTERED COLLEGE ADDRESS. Please confirm your usual postal address. Papers will normally be sent out via First Class Mail. If you have not received your question papers at least 7 days before the examination week, please contact ACP by e-mail.

Building/Street: _____

Town: _____

County: _____ Postcode: _____

Please confirm any special delivery instructions as we may need to use a courier to accommodate late entries. Please ensure you have given your telephone number above, without which our courier will not accept a booking.

a) Number of Students entered for Certificate examinations in this current session:		a)
b) Total 'Examination Entry Fees' either enclosed or due from Students for this session	£	b)
c) Total 'Centre Examination Fee' (if applicable) = £700.00 minus Student fees shown in box b)	£	c)
d) Total of boxes b) and c). Please note that this must add up to a MINIMUM of £700.00	£	d)
e) Total amount of 'Late Entry Fees' @ £45.00 per Student (if applicable) enclosed or due	£	e)
f) Total amount of 'Membership Fees' enclosed or due from the Students listed (if applicable)	£	f)
g) The sum of boxes d) + e) and f) = TOTAL FEES ENCLOSED OR DUE FOR THIS SESSION	£	g)

DECLARATION: I accept the above terms of entry and understand that any Membership or Examination Fees received by ACP after the Closing Date of Friday 2nd December 2011, will be subject to a Late Entry Fee of £45.00 per candidate, payable no later than 14 working days BEFORE the Examination Day. I understand that any Student permitted to sit an examination without his/her inclusion on this form and both Membership and Examination fees fully paid by this deadline, will be treated as an 'Unauthorised Entry' and that a penalty fee of £55.00 will apply per unauthorised entrant, per level, in addition to the usual examination entry fees and late entry fee.

Signed: _____ Your Job Title: _____

Please print your name: _____ Date: ____ / ____ / 20 ____

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Please complete ALL sections using ink. Tick the relevant subject boxes to indicate the examinations for which a student is being entered. Indicate the total Fees actually ENCLOSED on behalf of each student. A Late Entry Fee will apply to any entries received after the closing date shown overleaf.

LIST OF CANDIDATES TO BE ENTERED: {if entering more than 15 Candidates, please photocopy this page as required}

KEY TO EXAMINATION SUBJECTS:

ITF – Information Technology Fundamentals **CAO** – Computer Applications & Operations **AP** – Applied Programming **PP** – Programming Project

PLEASE TICK THE RELEVANT BOXES TO INDICATE THE EXAMINATIONS THAT EACH CANDIDATE IS ENTERING. PLEASE USE THE CORRECT BOX(ES) TO INDICATE WHETHER FEES ARE ENCLOSED OR STILL DUE:

	ACP Mem Number {ascending order}	Candidate's SURNAME {please write clearly and use BLOCK CAPITALS}	EXAMINATION SUBJECTS (Minimum 20 entries per Centre)				FEES ENCLOSED £			STILL DUE £	
			ITF ✓	CAO ✓	AP ✓	PP ✓	Exam Fees	Memb- ership	✓ Late Entry Fee(s)	Exam Fees	Memb- ership
1			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
2			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
3			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
4			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
5			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
6			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
7			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
8			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
9			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
10			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
11			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
12			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
13			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
14			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
15			£ 35.00	£ 35.00	£ 35.00	£ 35.00			£45.00 per student		
	OFFICE USE ONLY	TOTALS:									

Please remember to write each Student's name on the back of their bank draft if submitting individual payments. £ Sterling bank drafts only please.
Sponsors paying in the UK must submit a Sponsor Fee Payment Slip supported by a UK postal order. We do not accept personal cheques, or credit cards.
ACP reserves the right not to issue ANY examination results to your training centre until the fees for ALL students listed on this form have been paid in full.