

Section 1. Examination Venue and Time

I. Examination venue:

Venue address: British Council | 1-2 Kagurazaka | Shinjuku-ku | Tokyo | 162-0825 | Japan

Contact email address: exams@britishcouncil.or.jp

II. Examination time:

Examinations start **either at 10:00 OR at 14:00 (Japan time), Monday to Friday**, except British and Japanese national holidays. Candidates must arrive at least 20 minutes prior to the examination's actual start time for bag storage, identity verification and examination announcements.

Section 2. Fees Scale

First examination session lasting up to 3 hours	¥33,000 (¥30,000 + 10% consumption tax) per candidate, non-transferable
Each additional/subsequent 3 hours (within the same application)	¥22,000 (¥20,000 + 10% consumption tax) per candidate, non-transferable

Fee calculation guide:	
One examination session (lasting up to 3 hours)	¥33,000
Two examination sessions (lasting up to 6 hours)	¥55,000 = ¥33,000 + ¥22,000 x 1
Three examination sessions (lasting up to 9 hours)	¥77,000 = ¥33,000 + ¥22,000 x 2
Four examination sessions (lasting up to 12 hours)	¥99,000 = ¥33,000 + ¥22,000 x 3

- I. Each examination session is no more than three consecutive hours including breaks between papers. Candidates can sit more than one paper in one examination session.
- II. For examinations that straddle the 2 time slots, the total fees will be determined by the end time of the examination
- III. The fees cover the receipt and safe-keeping of examinations papers, invigilator costs, provision of an examination room, returning of examinations papers to overseas institutions by courier (DHL), correspondence and administration costs.
- IV. The fees do not include examination board fees or registration fees that are charged by the institutions that you are applying for.
- V. The above fee rates are subject to annual/periodic review and, as such, is subject to change without notice.

Section 3. Examination Application

To secure your examination booking, please complete and return the this registration form with a proof of payment by email to: exams@britishcouncil.or.jp within the next three working days.

Our centre can only begin the process of preparing for your examination once payment has been confirmed and this document has been signed and returned to us.

Examination bookings must be made well in advance (at least ten working days prior). Last-minute bookings might not be accepted.

I. Personal details – all fields are required

Candidate family name: (same as passport)	
Candidate given name: (same as passport)	
Email address:	
Contact number:	
Are you under the age of 18? Please select:	Yes / No If 'Yes', please also complete Section 7.

II. Awarding body details – all fields are required

Institute name:		Department:	
Contact person:		Contact number:	
Email address:			

III. List of examination(s) - all fields with an asterisk (*) must be completed. Incomplete fields will not be processed.

No.	Examination date* (dd/mm/yyyy)	Start time* (10am/2pm JST)	Duration* (No. of hours)	Paper/Computer- based*	Subject/Paper title*
1					
2					
3					
4					
5					

IV. Special arrangement (if applicable) - please specify your requirements below. You must obtain approval from your university/institution regarding all special arrangements.

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Section 4. Cancellation and Refund Policy
I. Cancellations

Candidates are expected to notify the British Council of any cancellation or rescheduling in writing as soon as possible. Refund terms depend upon when you cancel and whether exceptional circumstances apply.

Time to examination date:

More than 14 days before the examination	If the awarding body/you cancel the examination more than 14 days before the scheduled examination date, the payer will receive a 75% refund of the total examination fee.
Within 14 days but more than two days before the examination	If the awarding body/you cancel the examination within 14 days but more than two days before the scheduled examination date, the payer will receive a 50% refund of the total examination fee.
Within two days of the examination	If the awarding body/you cancel the examination within two days of the scheduled examination date, the payer will receive a 25% refund of the total examination fee.
On the examination day or after the examination	If the awarding body/you cancel the examination on the scheduled examination date or after the examination, no refund will be provided.

II. Candidate exceptions:

The awarding body/you may make a case for exceptional circumstances to the test centre before the examination and up to five working days after the examination if you did not attend the examination. The test centre will respond to the awarding body/you within seven working days of receiving the case in writing. The test centre will assess the case for exceptional circumstances.

All cases for exceptional circumstances and supporting evidence must be received by the test centre no later than five working days after the scheduled examination date.

If the test centre approves the case, the payer will receive a full refund less an administration fee of no more than 25%.

If the test centre does not approve the case, then the terms given in Section 4.I will apply.

The test centre defines exceptional circumstances as:

- Serious medical conditions which prevent you from attending or performing normally on the examination date; such conditions require supporting evidence of a medical certificate from a qualified medical practitioner
- Evidence of bereavement, trauma or other forms of significant hardship

We allow rescheduling once due to medical reasons/emergency with proof, and only if the awarding body allows it.

I. Test centre exceptions:

Under certain circumstances outside the test centre’s control, we may have to cancel your examination. These circumstances include and are not limited to extreme weather conditions, natural disasters, civil unrest, and industrial actions. In those circumstances, the test centre will provide you and the awarding body with as much notice as possible and provide the choice of either:

- A full refund, or
- Rescheduling to a future examination date only if your awarding body allows it

In cases where the test centre cancels an examination under circumstances within its control then in addition to a full refund or reschedule the examination if your awarding body allows it, you may be eligible to apply for compensation for expenses incurred. Your eligibility will be assessed as a reasonable claim or not by the test centre and any compensation will be awarded depending on the following conditions:

- The test centre will assess whether the decision to cancel is within or outside its control.
- Any compensation awarded will be limited to travel and accommodation expenses only and which are:
 - directly incurred as a result of planning your attendance on the scheduled examination date
 - evidenced by payment receipt(s)
 - evidenced that cancelled travel and/or accommodation charges are non-recoverable from vendor
 - benchmarked against lowest reasonable market rates for the expenses in question (this will be carried out by the test centre)

Section 5. Declaration

This section must be signed by a legal parent/guardian/carer if the candidate is under the age of 18.

I hereby certify that I have fully understood the British Council’s terms and conditions for the administration of examinations and agree to be bound by them.

It is my sole responsibility to ensure that I am registering to take the correct examination(s) as required by my school/university/institution and that I am fully aware of all the rules, regulations, and terms and conditions of the examining body.

Handwritten signature:		Date: (dd/mm/yyyy)	
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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 administrative/paper fees or retesting on a later date.

You are advised not to bring any unnecessary baggage or valuable items to the test venue. The British Council will not be responsible for any loss or damages.

Sharing data with a third party: The British Council will use the information that you provide for administration of this programme. We shall only pass this information on to the awarding body for use in administering this programme.

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy, or contact your local British Council office. We will keep your information in line with our retention policies from the time of collection.

Section 6. Payment Instructions

We politely ask the payer to transfer payment into the designated bank account listed in the table below. This document and your original bank transfer slip are your receipt and proof of payment. A separate receipt will not be issued.

<u>Local bank account details:</u> Citibank, N.A. Yamabuki Branch, Current Account (Toza), BRITISH COUNCIL	
• Universities in the United Kingdom	Account number: 9036055
• Professional institutions	Account number: 9036064
• Schools • Cambridge Assessment Admissions Testing	Account number: 9036060
• Universities outside the United Kingdom	Account number: 9036056
<u>Payment Details:</u>	
I. Please type your name as the payer's name when transferring money via ATM. (<u>Please inform us if the payer's name is different from the candidate's name.</u>)	
II. Please note that you are responsible for <u>all bank charges</u> * in addition to the actual total examination fees.	
<u>Overseas payment:</u>	
• If you are <u>paying from an overseas bank account</u> , please contact us for our international bank account details.	
• You are responsible for all bank charges, and we require all domestic and international transfers to us to be made with <u>the OUR instructions</u> , and not with SHA (Shared) or BEN (Beneficiary) when arranging for a remittance. The transfer amount must be the <u>actual total fees for our services PLUS ALL bank charges</u> , including intermediary/correspondent bank charges. Insufficient payment will be rejected. You will be required to re-process the payment and all additional bank fees incurred.	

**Section 7. Child Safe Collection Consent Form
(only for candidates who are below the age of 18)**

Child's name:		
Child's date of birth:		
Date(s) of examination(s): (Please list all the examination dates)		
Collection arrangements: (Please choose one option. Sign and complete the corresponding section below)	Option 1) I consent for my child (aged 11 years or older) to leave the examination premises unaccompanied,	<input type="checkbox"/>
	Or Option 2) I do not consent for my child to leave the examination premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below.	<input type="checkbox"/>

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from examination premises.

Please read this information carefully before you complete and sign this consent form. If you do not complete this form, you will not be able to complete the registration and your child will not be able to take the test. We recommend that you keep a copy of this form for your records.

Who is this form for?

This form is to be completed by the parent/carer of any child taking a British Council test. It provides the British Council with information about who will be collecting the child after the test or provides confirmation that the child is permitted to leave examination premises unaccompanied.

Child Safe Collection Policy

The following applies to all British Council examination operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged **10 years and under** are not permitted to leave the examination premises unaccompanied. They must be collected by the parent/carer named on this form or by a person for whom the parent/carer has provided details.
- Children aged **11 years or older** are only permitted to leave the examination premises alone once parental/carer consent has been given in writing via the completion of this form.
- The person identified to collect the child must be age **14 years** or older.
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

Complete this part if you have chosen Option 1 - Consent for children aged 11 years or older to leave examination premises unaccompanied:

I (your name) _____ hereby give permission to allow (child's full name) _____ to leave the examination premises unaccompanied at the end of each examination session.

In case of emergency, please contact (insert name of emergency contact) _____ on (insert telephone number) _____.

Legal parent/guardian/carer signature (full name): _____

Date: _____

Complete this part if you have chosen Option 2 - Consent for children to be collected by the designated person/people identified in the table below:

Please note that children aged **10 years and under** are not permitted to leave the examination premises alone and the completion of the information below is **mandatory**.

Legal parents/guardians/carers of children **aged 11 years or older** who wish for the child not to leave the examination premises alone must complete the information below, identifying who is authorised to collect the child.

When the child is collected by the person/people listed, identification must be presented to confirm identify. Acceptable forms of identification are: driver's licence, passport, identification card, residence card, birth certificate.

Last name	First name (s)	Relationship to the child (i.e. parent, carer, uncle, etc.,)

I (your name) _____ hereby confirm that the person/people listed are authorised to collect (child's full name) _____ at the end of each examination session.

In case of emergency, please contact (insert name of emergency contact) _____ on (insert telephone number) _____.

I certify that the above-named person/people are aged **14 years** or older.

Legal parent/guardian/carer signature (full name): _____

Date: _____



Privacy around how we use your data

The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering will not be used for any marketing purposes and will not be shared with any third parties.