



## Unique Sixth Form

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 EMAIL: [EXAMS@UNIQUESIXTHFORM.CO.UK](mailto:EXAMS@UNIQUESIXTHFORM.CO.UK)

Please fill exams entry form correctly in **BLOCK CAPITAL** letters. This must be completed and submitted along with the documents listed on the other side of the form to the Examinations Office before the deadline. If you have undertaken any GCSE or A-Level exams previously you **MUST** provide the correct UCI No. Fee list is available on the [Website](#) or from the Examinations Office.

**DEADLINE:• 15<sup>th</sup> October 2021**

**From 16<sup>th</sup> October, Late fees will be incurred.**

**DETAILS:**

Surname: ..... Forename: .....

Gender M  F  Date of Birth: DD/ MM / YYYY /

Type of Candidate: External  Internal:  BT Ref No: .....

Email* <sub>(All CAP)</sub>																				
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Mobile Number*	0																			
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UCI Number:																				

Is it first time exams sit in this centre? YES  NO

**PLEASE ENTER ME FOR THE EXAMINATIONS LISTED IN THE TABLE BELOW:**

Exam Board (OCR/AQA/CIE/Edexcel)	Level (GCSE/GCE)	Subject (Physics, English, Maths.)	Entry Codes (1MA1/9MA1)	H/F	Fees (Only office use)

**Subtotal Amount:** \_\_\_\_\_

Residential Address: .....  
Nearest Kin Contact Number: ) Relationship..... Mobile Number .....

**Important Conditions:**

Candidates are responsible for providing the correct 'UCI Number', 'Entry Codes' required for entering for each examination. Failure to do so may result in your final subject grade(s) being nullified and not qualifying for a certification.

If the student does not turn up on the day of the exam, the student will be marked absent and no refund will be given.

It is the responsibility of the candidate to collect his/her 'Statement of Entry'(Timetable) /Results/Certificate along with the JCQ 'Notice to Candidate' from examination department beforehand.

Candidate must collect the results and certificate with them self. Centre is not responsible to keep the certificate more than 12<sup>th</sup> months from the date of issue. Unique Sixthform has a legal responsibility to keep uncollected certificates for only one year.

Exams Officer preserve right to cancel the exams entry form or refund payment any circumstances.

Cancellation deadline is same for all the candidates regardless of any late entries

**Refunds Policy:** **A)** If you enter for an exam with us but you decide to cancel this request before it is registered with the board a 10% admin fee will be levied from the refund. **B)** If the entry has been registered with the exam board and you then wish to withdraw before their amendment period has passed, a 75% refund is payable. 25% deduction as an admin fee. **C)** Withdrawals after the boards' amendment deadline have passed, we will refund 25 % but medical reasons 75% will be refunded if the board accepted. **D)** Late entries registrations will be refunded 25% only but Late fees will not refund any circumstance. **E)** If the examination is cancelled for any unseen condition by exams board. Unique sixth form will pay 75% refund fees, but students required to ask for withdrawn exam's entry prior. **For CIE (Cambridge) exam board there will be no refund after the 1st entry deadline.**

**Certificate Post Service:** This service only for External Candidate. If you required certificate postal service, please fill the postal service form. All certificates are posted by recorded delivery as standard, however, we can arrange to send by courier for an added cost.

If you have; dyslexia, a learning disability, or a disability (including medical conditions or mental health difficulty) that you must inform examinations officer on the registration time.

*"I hereby confirm that I have read and understand the conditions stated above. I also confirm that the details provided are to my knowledge accurate. I agree to pay amendment charges should I feel inclined to alter any of the details provided earlier with regards to my child."*

**I CAN ALSO CONFIRM THAT THE FOLLOWING DOCUMENTS ARE ATTACHED;**

- Valid passport/Driving Licence (Must)**
- Previous Results/Permission letter/UCI number from the School (if required)

Name of Parent/Guardian/Student: .....

Signature: ..... Date: .....

**For office use only**

**Total charges:** Examination Fee  + Late Fee  **Net Payment**

Authorising Exams Officer: ..... Sign: ..... Date: .....

Payment Receiving Officer Name: .....

Signature: ..... Date: .....