



## **Cambridge Exam Booking Terms and Conditions**

- All examination fees must be paid in advance.
- Depending on available space, late registrations entries are accepted after the registration deadline. Please note that after the registration deadline, a late entry fee of £25 will be charged.
- Candidates who fail to pay the exam fee within the indicated deadlines are not allowed to sit the exam or are subject to an additional charge (late payment fee).
- Exam booking cancellations are possible up to the registration deadline.
- Cancellations after the registration deadline are not possible and fees paid cannot be refunded.
- Candidates who do not sit the exam due to illness will not be entitled to a refund
- All cancellations must be in writing (email or post) regardless of whether payments have been made.
- Exam fees cannot be transferred to a future exam.
- Where possible, Cambridge English Language Assessment makes provision for candidates with special requirements (e.g. extra time or adapted papers). You must let us know as soon as possible, if you have any special requirements, as applications need to be received 12 weeks before the examination.
- You must make sure that you arrive at the right time and at the right place and that you have everything that you need for the examination.
- There is no refund in case of candidate no show, cancellation after the registration deadline, late arrival, exam misconduct, or change of date/time once the payment has been made.
- Any student arriving late will not be permitted to enter the examination.
- Any candidate refused entry due to late arrival, will not be eligible for any refund.