



Registration Form - External Candidates

NB : Please write in capitals, completing all questions, leaving no blanks. If the answer is none/not applicable, please state. Information contained herein will be shared with appropriate RIC personnel.

Student personal details

Surname Date of birth
 First name/s Male / Female
 Telephone number Mobile number
 Email address
 Home address
 Post code

Financial details

Surname Title (Mr/Mrs/Ms/Other please specify)
 First name
 Address (if different from student home address)

 Daytime telephone number Mobile number
 Email address

Examination to be taken

Subject	Level GCSE/AS/A2/ Other (please specify)	Exam board AQA/Edexcel/OCR/ WJEC/other (please specify)	Please indicate if coursework, practical or oral work is involved	Date of exam eg summer 2017

“Cashing In” overall grade/certificate required? (For AS / A2 unreformed specification only) Yes/No
 N.B. These are required by Universities/Employers so must be requested (but only if completing the qualification this session)
 Please clearly state which SUBJECT(S) and at what LEVEL(S)

IMPORTANT - UNIQUE CANDIDATE IDENTIFIER (UCI) NUMBER
if using previous coursework grades

Conditions of enrolment

Please note that it is your responsibility to ensure that the exams you want to take are available to private candidates during the session indicated and that you fully understand and follow the exam board’s regulations, procedures, deadlines and specification requirements. You must ensure that the details you provide are correct and that the exams do not clash with others you take.

You are very strongly advised to find out the date & time of your exams independently (from the exam boards’ websites) as the Statement of Entry that contains this information is posted to you and cannot, therefore, be guaranteed to reach you. This is particularly important if you late-register. You must comply with examination regulations at all times. If you are eligible for access arrangements (e.g. extra time / use of computer) you must provide an original of the psychological/medical assessment when you register. If you have sat exams in previous sessions under different UCI numbers, or if you have changed exam boards/specifications between AS & A2 and require an AS transfer, please provide all details to the exams officer. If any of the exams require pre-release/case study information please inform us when you register. In rare cases, you may be contacted if high numbers of exam registrations mean that we have to split an exam session. In such instances, you must come to the exam venue to be supervised until the later session, so should allow for 3 hours duration of each exam session. Please note that mobile phones, coats, bags etc. that you bring to the exam hall are left at your own risk. You must bring photo ID (Passport/Driving Licence/National ID card) and your Statement(s) of Entry to each exam and must be on time. Please note that once the exam board’s deadline has passed, no refunds are possible unless there are exceptional, documented, circumstances (i.e. serious illness or bereavement) and, then, at their discretion. An administration charge of 50% will be applied. Before the exam board’s registration deadline, refunds incur a 10% administration fee. If registered and then removed, refunded exam entries incur a 50% administration fee. Late amendments may incur a substantial fee.

I accept the conditions of enrolment at Rochester Independent College as detailed above:

SIGNED.....DATE.....

Please tell us how you heard about Rochester Independent College.....

Please complete and return this form, together with relevant payment
Payment may be made by cheque, cash or card.
Cheques should be made payable to RIC Trading Ltd.