

MEMORANDUM

TO: All Students/Teachers, Pre-University School
FROM: Pre-University School
RE: **LATE ENTRIES FOR MAY/JUNE 2021 EXAMINATIONS**
DATE: January 29, 2021

This serves to inform **ALL STUDENTS** that **LATE** entries for the May/June 2021 CXC external examinations are now officially open. *(Please note that the examination fee schedules have been printed to the back of the **Entry Form**).* **Students must enter their previous candidate number on the exam entry form (CSEC or CAPE)**

May/June 2021 examination fees are as follows

- **CSEC**

CSEC – LATE FEE	\$5,885.00
CSEC – Candidate Fee	\$3,805.00
CSEC – Subject Fee	\$4,670.00/per subject
CSEC – Admin Fee	\$2,500.00

- **CAPE**

CAPE – LATE FEE	\$5,885.00
CAPE – Candidate Fee	\$4,810.00
CAPE – Subject Fee	\$5,275.00/per subject
CAPE – Admin Fee	\$2,500.00

Procedure:

1. Collect **“Entry Form”** from the Pre-University Office along with a bank voucher
2. Complete the **Entry Form** and pay the relevant examination fee (please call the school to confirm the amount to be paid) at any National Commercial Bank using the voucher
3. Return the completed **Entry Form along with copies of the bank vouchers** to the Pre-University Office, by the stipulated deadline for respective examining bodies.
4. Take along all paid tuition vouchers.
5. Students on a payment plan must submit an authorization slip along with their exam entry forms.
6. Entry forms must be submitted between the hours of 10am-3pm, Monday - Friday to the main office, Taylor Hall to Miss Collie/Mrs. Henry (**ONLY**). **No entry forms will be collected outside the stipulated days and time.**

DEADLINE FOR SUBMISSION OF ENTRIES

- CSEC AND CAPE MAY/JUNE 2021 EXAMINATIONS (LATE ENTRIES) – **FRIDAY FEBRUARY 05, 2021 --1PM**

NO STUDENT WILL BE ENTERED FOR EXAMINATION/S UNLESS THE EXAMINATION ENTRY FORM IS CORRECTLY COMPLETED AND SUBMITTED TO THE OFFICE ALONG WITH THE PAYMENT VOUCHER.

EXAMINATION FEES MUST BE CALCULATED CORRECTLY AS THERE WILL BE NO REFUND ON OVERPAYMENT OF FEES.

STUDENTS MUST SIGN A REGISTER THAT ALL INFORMATION SUBMITTED HAS BEEN CHECKED AND IS CORRECT.

INCORRECT INFORMATION SUBMITTED ON EXAMINATION ENTRY FORMS THAT HAS ALREADY BEEN SENT TO THE OVERSEAS EXAMINATION OFFICE WILL ATTRACT AN AMENDMENT FEE THAT MUST BE PAID BY THE STUDENT/PARENT/GAURDIAN.

STUDENTS MUST CHECK ACURRACY OF EXAMINATION ENTRY DATA NO LATER THAN TUESDAY FEBRUARY 09, 2021

STUDENTS WHO DO NOT CHECK EXAMINATION ENTRY DATA FOR CORRECTNESS OF DATA MUST PAY FOR ANY AMENDMENT/S DONE TO SAID ENTRY AFTER DATA HAS BEEN SUBMITTED TO THE OVERSEAS EXAMINATION OFFICE.

THE PRE-UNIVERSITY SCHOOL WILL NOT BE LIABLE FOR THE NON- SUBMISSION OF ENTRY FORMS, INCORRECT INFORMATION SUBMITTED AND THE NON- ENTRY OF INDIVIDUALS DUE TO STUDENT/PARENT ERROR, TARDINESS OR NEGLIGENCE.

STUDENTS NOT IN GOOD FINANCIAL STANDING ON THEIR TUITION FEES WILL NOT BE ALLOWED TO SUBMIT THEIR EXAMINATION ENTRY FORMS UNTIL THEIR FEES ARE UP TO DATE.

IF YOU HAVE ANY QUESTIONS PLEASE CALL OR COME TO THE MAIN OFFICE FOR CLARIFICATION.

PLEASE NOTE THAT ONLY STUDENTS WHO ARE IN GOOD FINANCIAL STANDING WILL BE ALLOWED TO REGISTER FOR EXAMINATIONS

Please clip and return to The Pre-University School office no later than February 5, 2021.

I _____parent of _____have read and understood the above memo.

Parent/Guardian Signature

Date

OFFICE USE ONLY

Date Received

Staff Signature