

MEMORANDUM

TO: All Students/Teachers, Pre-University School
FROM: Ronald Robinson PhD, Executive Director, Pre-University School
RE: ENTRIES FOR MAY/JUNE EXAMINATIONS
DATE: November 04, 2021

This serves to inform **ALL STUDENTS** that registration for the May/June 2022 CXC external examinations are now officially open. Please note that there are two categories of registration of students for examinations. These categories are, students enrolled in the Sixth Form Pathway Program (SFPP) and students who are not enrolled in the Sixth Form Pathway Program (NSFPP)

The following are the protocols governing registration for both categories:

Sixth Form Pathway Program.

Students doing CAPE subjects will receive a subsidy for examination fees from the Ministry of Education covering the cost for 1 compulsory subject (Communication Studies or Caribbean Studies) and 2 other single unit CAPE subjects.

Students doing CSEC will receive a subsidy for examination fees from the Ministry of Education covering the cost of CSEC Mathematics and CSEC English Language.

All students receiving a subsidy under this program will be required to complete the ***Entry Forms*** sent to you.

Students registered for subjects in excess of the 1 compulsory subject and 2 single unit CAPE subjects, CSEC Mathematics or CSEC English Language will be required to pay the examination fees for the additional subjects as they are not covered under the examination subsidy.

ENTRY FEES AND ADMINISTRATION FEES ARE NOT COVERED UNDER THE SUBSIDY AND MUST BE PAID BY THE STUDENT/PARENT/GUARDIAN.

Non- Sixth Form Pathway Program.

Students not registered under the Sixth Form Pathway Program are required to pay the examination fees as listed below:

*(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 2022 examination fees are as follows

- **CSEC**

CSEC – Candidate Fee \$4,825.00
CSEC – Subject Fee\$3,960.00/per subject

- **CAPE**

CAPE – Candidate Fee \$4,965.00
CAPE – Subject Fees\$5,945.00/per unit

- **Administration Fee**

\$2,500.00/per entry form

Procedure:

1. **Sixth Form Pathway Students** must complete "**Entry Form**" located on the schools' website at preuniversity.org or at the main office and pay the relevant examination fees to National Commercial Bank **Ac # 401000569**.
2. **Non-Sixth Form Pathway Students** must complete the **Entry Form** and pay the relevant examination fees to National Commercial Bank **Ac # 401000569**.
3. Return the completed **Entry Forms along with a printout of the proof of payment** 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. All forms must be submitted between the hours of 10am-3pm, Monday - Friday to the main office, Taylor Hall to only Ms. Collie/ Mrs. Carr /Mrs. Henry/ Ms. Brown (**ONLY**). **No entry forms will be collected outside the stipulated days and time.**

DEADLINE FOR SUBMISSION OF ENTRIES

- CSEC AND CAPE MAY/JUNE 2022 EXAMINATIONS – **WEDNESDAY NOVEMBER 19, 2021**

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 OR SUBSIDY FORM.

EXAMINATION FEES MUST BE CALCULATED CORRECTLY AS THERE WILL BE NO REFUND ON THE 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/GUARDIAN.

STUDENTS MUST CHECK THE ACCURACY OF EXAMINATION ENTRY DATA BETWEEN MONDAY DECEMBER 6, 2021 - FRIDAY DECEMBER 10, 2021

STUDENTS WHO DO NOT CHECK EXAMINATION ENTRY DATA FOR CORRECTNESS OF DATA BY DECEMBER 10, 2021 MUST PAY FOR ANY AMENDMENT/S DONE TO SAID ENTRY AFTER DATA HAS BEEN SUBMITTED TO THE OVERSEAS EXAMINATION OFFICE.

ALL EXAMINATION ENTRY FORMS RECEIVED AFTER NOVEMBER 19, 2021 WILL BE SUBMITTED AS A LATE ENTRY AND WILL ATTRACT A LATE FEE, AS OUTLINED BY THE OVERSEAS EXAMINATION COUNCIL.

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.

Examination Entry Forms may be found on the schools' website at preuniversity.org

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 November 10, 2021.

I _____ parent of _____ have read and understood the above memo.

Parent/Guardian Signature

Date

OFFICE USE ONLY

Date Received

Staff Signature