

Thank you, for choosing the British Council to sit your examinations. In order for us to process your application as quickly and smoothly as possible, please read and follow the instructions below:

Completing your application forms (Membership and Examinations)

Please ensure you complete your forms fully especially your personal and contact details. This will allow us to contact you if we have any questions about your application. Ensure you read these Guidance Notes as they contain important information about making an application, please keep the notes for your reference.

Please ensure you indicate the correct Level and Subjects and sign the application.

Fees

All payments are paid in **foreign currency (US\$) only**. Please ensure that you make the correct payment. Underpayment will result in your application not being processed and delayed until full payment is made. Only make *one deposit* in the bank, do not make separate payments if you are sitting for more than one exam.

Membership	Price
New Membership –Student	\$131(USD)
New Membership - Affiliate	\$145(USD)
Renewal Student	\$85(USD)
Renewal Affiliate / Full Member	\$100 (USD)
Renewal Fellow	\$123(USD)

Examination Fees for May 2019	29 Jan - 22 March 2019
Certificate & Advanced Certificate	To be paid online only
Diploma, Advanced Diploma, Professional Diploma	USD (\$100)
Exemptions	To be paid online only
Account Number	9140000882703
Bank & Branch	Stanbic Bank, Minerva Branch , Harare

Where to make the Payment: Stanbic Bank

You will need a reference number before making your payment. Contact the British Council for your unique reference number. Alternatively, you can quote your membership number (if you are a continuing student) or your National ID / Passport number as the reference number on your deposit slip

Submitting your completed application

You need to submit your completed application and proof of payment either in person or by email to the British Council office in either Harare or Bulawayo.

Please ensure you keep a copy of your deposit slip as proof of payment.

Processing your application & confirming entry

Once we have received your application, we will process your application as quickly as possible. CIPS will contact you directly once your registration has been entered.

Refunds

All examination fees paid are non refundable. In the event you fail to take your examinations you will need to communicate directly with CIPS and not British Council as all fees paid will be remitted to CIPS.

Identification

Candidates are required to present anyone of the following ID documents at the examination venue in order to sit the examination.

- National Registration Card (NRC)
- Passport

Failure to produce this documentation shall result in the candidate not being allowed to sit the examination.

Please Note: Candidates are **not** to bring their personal valuables into the examination room.

Venue for Examinations

Contact us two weeks before the exam date so we can advise you of the venue

Examination start time

You should arrive at least 30 minutes before the indicated time for your examination.

Special Requirements

If you need us to take into account any special requirements you have to enable you to successfully sit your examination, please contact us, so we can try to make the necessary arrangements.

Further information

 Web: www.britishcouncil.co.zw

Harare	
Office	16 Cork Road, Belgravia Opening Hours: Closed on Mondays 09:00—14:00 (Tues—Friday) 09:00—13:00 (Saturday) Information & Learning Centre
Telephone	+ 263 24 2701657— 62 / 2701419
Email	general.enquiries@britishcouncil.org.zw
Bulawayo	
Office	2nd Floor, ZIMDEF House, 102 Fort Street Closed on Mondays 09:00—17:00 hrs (Tues – Friday) 09:00 —14:00 hrs (Saturdays)
Telephone	+ 263 029-2275815-6
Email	general.enquiries@britishcouncil.org.zw

PLEASE KEEP THIS GUIDANCE NOTE FOR YOUR REFERENCE AND ONLY SUBMIT THE APPLICATION FORM