

ENTRY REQUIREMENTS AND PROCEDURES

You need to submit the following:

- Cambridge Exam Registration Form
- Registration fees (can be paid by cash/Credit Card).
- A scanned of your valid passport / valid KSK.
- A colored passport size photograph.

By sending us an email to elm.cambridgeexam@mscs.sch.id

You can only register at one center/school for any given series. Mawar Sharon Christian School (MSCS/the school) is not responsible for any clash in timetable that may occur as a result of registering at more than one center.

STATEMENT OF ENTRY

You will receive a provisional Statement of Entry (SOE) after we register your child's name. An email will be sent to notify you and your child for the final Statement of Entry. These documents will be given at least two weeks before the commencement of the exam. The letter with details such as mock dates, exam time table with place and time will be emailed to you two weeks before the commencement of the examination session and will also be available on the board for students to see.

Please submit the form by September 4th, 2020

Any special condition should be consulted with the Exam Officer by email.

Address: Mawar Sharon Christian School,
Cempaka Campus, Jl. Cempaka 6-12, Surabaya 60226

Administration Office Opening Hours: Monday-Friday: 08:00 a.m. - 04:00 p.m.

Tel. +6231-5457522

Email: elm.cambridgeexam@mscs.sch.id



OFFICE USE ONLY

Centre Name	Mawar Sharon Christian School			
Centre Number	ID	2	3	9

- Please ensure that your contact details and information provided are accurate and all necessary documents are attached to this form in order to prevent any delay in processing your application.
- Please write your full name in CAPITAL LETTERS as you want it to appear on the CIE certificate.
- Any inaccuracies on the Statement of Entry must be reported in writing to School immediately.
- Fields preceded with an asterisk * are mandatory.
- Please Leave blanks indicate spaces in your name.

Name in capital letters*

Date of Birth*			Gender*	ID Type*	ID Valid until*		
DD	MM	YYYY	O Male	O Passport/KSK	DD	MM	YYYY
			O Female	O Student ID			

Student ID / Passport Number

All candidates are required to attach a copy of their valid Passport ID/student ID.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact details (Please use numbers that are attended at all times)

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Have you taken a Cambridge Exams Before?

Yes No

--	--

If yes,

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Do you have any special needs due to ill health/medical conditions? YES NO

If yes, please specify your requirements by attaching recent medical evidence (doctor recommendation) to School. All special needs requests are subject to confirmation from Cambridge.

Please note that the Statement of Entry and the Statement of Result will be handed over by School Exam Officer to the candidate or his relatives after checking identification document (Passport/KSK/Student ID) for verification purposes.

Subject	Code Option	PAPERS	Regular fee by
English as 2nd Language	0837	Paper 1 Paper 2 Paper 3	Rp. 1.680.000
Mathematics	0845	Paper 1 Paper 2	
Science	0846	Paper 1 Paper 2	

* For more details about the all syllabuses specifications, please visit this page on Cambridge website: <http://www.cie.org.uk>

DECLARATION BY CANDIDATES:

- I certify that the information on this form is complete and accurate to the best of my knowledge and that I have referred to the syllabus specifications to ensure that I am registering for the correct subject.
- I recognize that I am liable to pay fees for any entry/amendment fee after the deadline of registration.
- I have not and will not make an entry for any subject at any other Centre/School this series.
- I understand that the school is not responsible for any clash of timetable that may arise due to above.
- I agree to comply with the regulations of Cambridge and with the arrangements made by the School.
- I understand that Fees are neither refundable nor carried forward to next examination session.
- By signing below, you agree that you have read and understood the above-mentioned declaration.

DATA PROTECTION FAIR COLLECTION NOTICE:

The School will manage any personal information you give to us about yourself or your child securely and only for the purpose we have specified. For the information you provide, these are as follows:

- To maintain academic and educational records of our students/ private candidates.
- To maintain accurate financial records.
- To register our students/ private candidates.
- To be able to cater for any special needs our student/ private candidates may have.
- To distribute information to students/ private candidates.

You have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information.

By signing this, you agree to the School's collecting and processing this information for the purpose specified above, which may involve the transfer of your data to Cambridge Office.

CANDIDATE / PARENTS SIGNATURE		DATE	
--------------------------------------	--	-------------	--

DISCLAIMER:

The School and the examining board [Cambridge] take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The School's liability will be limited to the refund of the registration fee or retesting at a later date in such force majeure.