

## 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](mailto: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 August 31, 2021**

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](mailto:elm.cambridgeexam@mscs.sch.id)



Subject	Code Option	PAPERS	Regular fee by
English as 2nd Language	0837	Paper 1 Paper 2 Paper 3	Rp. 1.750.000
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.**

<b>CANDIDATE / PARENTS SIGNATURE</b>		<b>DATE</b>	
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#### 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.