The Harefield Academy
Private Entry Form for Examinations in Summer 2023

Please complete the white boxes below in BLOCK CAPITALS

Candidate Legal Forename		**UCI Number**	
Candidate Legal Surname		**ULN Number**	
Contact email address		**Exam Number**	
Exam Series	Summer 2023		

Please refer to the Exams Office for information on fees as Exam Fees vary depending on the qualification, exam board and exam season.

Awarding body	Level	Entry code	Subject	Tier	Entry Fees	Admin Fee (Private Candidates)
						£30.00 per entry

The form will not be processed until all requested information is completed and any relevant staff have authorised it. **Please return the completed form to the Exams Office by Friday 3ᵗʰ February 2023.**

Any entries made after the initial deadline may be subject to late fees being applied in accordance with the exam board charging policies available on their websites.

Please contact the Exams Officer on 01895 827950 or *email Helen.Howley@theharefieldacademy.org* for further information or support.

Points to note:
- You are responsible for ensuring the Exams Officer receives all your entry/entries information on time.
- The Harefield Academy cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary amendments to your entry/entry's information.

If you still attend The Harefield Academy, this form must be agreed and signed by the following members of staff.

Candidate Signature ……………………………………………………….. Date ………………………………..
By signing here, I am confirming that to the best of my knowledge all details provided above are correct

Head of Faculty ………………………………………………………. Date ………………………………..

To be completed by the Exams and Data Team only

Form Received	Payment Method	Date Paid	Entry made	Entry to Board	Details to Student