



Academy of Global Curriculum School (AoGC)

Examination Registration Policy

Effective for the 2025 Examination Series onwards. This policy must be read together with the examination fees list. Registering for examinations is consent to this policy.

1. General Registration Rules

- 1.1. Examination fees are charged per candidate, per subject entry.
- 1.2. All registrations must comply with Cambridge International Education requirements and deadlines as published by AoGC.
- 1.3. By submitting entries, candidates and parents/guardians accept the terms and conditions contained in this policy.
- 1.4. All examination fees paid to the Academy of Global Curriculum may, at the Academy's discretion, be applied towards the settlement of any outstanding school fees or other amounts owing to the Academy that should have been paid in full.

2. Deadlines and Late Entries

- 2.1. Examination entries must be submitted to AoGC by the published final entry closing date.
- 2.2. Late fees and/or very late fees will be charged for:

Any new entries submitted after the final closing date.

Any entry amendments or syllabus changes after the closing date.

- 2.3. These late and very late entry fees are charged in addition to the standard subject entry fee.
- 2.4. Cambridge International reserves the right to reject very late entries if they are received too close to the examination date. AoGC will not be held liable for such rejections.

3. Payment of Examination Fees

- 3.1. Examination fees must be paid into the AoGC bank account, using the student's full name as the payment reference.
- 3.2. All examination fees must be paid in advance of AoGC's submission of entries to Cambridge International.
- 3.3. Failure to make payment by the published submission deadline will result in the candidate(s) not being registered for their examinations.

Company Registration Number: 2023/155196/07

EMIS Number: 0100000872

Cambridge International Education Centre number: ZA981

Unit 5, Mushroom House

Loerie Office Park, 15a, Paul Kruger Street, Durbanville 7550

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3.4. Where there are outstanding balances on a family's account, any payments received will be applied to settle outstanding fees first, before being allocated to examination entries.

4. Invoices and Currency Fluctuations

- 4.1. An entry invoice will be issued to parents/guardians for verification. Parents/guardians are required to carefully check the invoice and notify AoGC of any amendments immediately upon receipt.
- 4.2. AoGC cannot be held responsible for entry errors that were not reported by the parent/guardian at the point of invoicing. Amendments after AoGC's Cambridge International submission date will attract late/very late fees.
- 4.3. Examination fee quotes are subject to fluctuations in the Rand: Pound exchange rate. Adjustments may be necessary during the year, in which case an additional invoice will be issued.

5. Refunds and Withdrawals

- 5.1. Examination fees are only refundable if AoGC is informed of a withdrawal before the published AoGC entry closing date. The withdrawal notification must be in writing with evidence attached. AoGC will issue a withdrawal application form, which must be completed and returned together with evidence within 24 hours.
- 5.2. All withdrawal requests will be submitted to Cambridge International for review. Refunds will only be granted where Cambridge International approves the withdrawal.
- 5.3. Refunds for approved withdrawals are processed strictly after the end of the examination series and may take up to 90 (ninety days) from the approval date
- 5.4. Examination fees for rejected withdrawals are non-refundable.
- 5.5. Approved withdrawals will be charged a 20% handling fee of the total withdrawal amount

6. Private Candidates

- 6.1. Private candidates wishing to sit examinations at AoGC must pay their examination fees directly into the AoGC bank account.
- 6.2. Private candidates will be registered with AoGC's examination cohorts and must adhere to the same deadlines and payment terms.
- 6.3. Private candidates are not permitted to enrol for coursework subjects (e.g., Art & Design, Drama) unless AoGC can authenticate and verify coursework as an accredited examination centre.



7. Access Arrangements and Support

- 7.1. Candidates who require special arrangements (readers, scribes, assistive technology, etc.) are responsible for sourcing these services independently.
- 7.2. AoGC is not responsible for providing readers, scribes, access arrangement software, stationery, printing, or career assessment services.
- 7.3. All access arrangement requests must be submitted in line with Cambridge International's regulations and deadlines.
- 7.4. Should a student request AoGC to facilitate and manage their access arrangements, the student will be charged according to the Examination Cost Handbook.
- 7.5. These costs must be promptly settled together with the examination fees.

8. Final Responsibility

- 8.1. It is the responsibility of parents/guardians to ensure that examination entries are correct, invoices are settled on time, and all necessary documentation is provided.
- 8.2. AoGC will not be held liable for missed deadlines, rejected entries, or financial loss due to non-compliance with this policy.
- 8.3. AoGC reserves the right to update or amend this policy.
- 8.4. Post-examination services will be charged accordingly, and the requested service will be offered upon full settlement of the issued invoice.

9. Commitment to Fairness

- 9.1. AoGC is committed to ensuring that every candidate has equal access to Cambridge International examinations in an environment that is fair, transparent, and supportive of learning.
- 9.2. Any attempt to misrepresent, personalise, or hijack the integrity of the examination process will not be tolerated.

Approved by:

Academy of Global Curriculum School Management

Effective Date: From the 2025 Examination Series onwards