Detailed payment instructions are printed on the reverse side of the demand note. Candidates are advised to send their entries by post in good time. Registration in person (or through a representative) is not accepted. Candidates who submit their completed entry forms in person or by a representative. They should show their valid Hong Kong Identity Card or other identification documents for checking at the time of registration. If the entry form is submitted by a representative, the representative should also bring along a photocopy of the applicant’s valid Hong Kong Identity Card or other identification document for checking and verification purposes. Please refer to the table below for the registration schedule.

<table>
<thead>
<tr>
<th>Registration Office</th>
<th>Online Registration</th>
<th>By Post</th>
<th>In-person</th>
</tr>
</thead>
<tbody>
<tr>
<td>International and Professional Examinations Division</td>
<td>29 June 2017</td>
<td>30 June 2017</td>
<td>30 June 2017</td>
</tr>
<tr>
<td>Hong Kong Examinations and Assessment Authority</td>
<td>29 June 2017</td>
<td>30 June 2017</td>
<td>30 June 2017</td>
</tr>
<tr>
<td>San Po Kong Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/F, 17 Tuen Shuk Lane, San Po Kong, Kowloon</td>
<td>9:00 am - 12:00 am</td>
<td>9:00 am - 12:00 am</td>
<td></td>
</tr>
<tr>
<td>tel. 3628 8761 / 3628 8787</td>
<td>13 July 2017</td>
<td>13 July 2017</td>
<td>13 July 2017</td>
</tr>
<tr>
<td>fax. 3628 8790</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidates are advised to submit their entries as early as possible in order to avoid the rush in the last few days. Candidates with disabilities requiring special arrangements should contact the Registration Office before 21 July 2017.

For candidates who wish to apply for retaking the same subject(s) in 2017, the examination procedures will be different. Please contact the HKEAA for details.

3. EXAMINATION FEES

School Candidates

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGCSE French (Foreign Language)</td>
<td>HK$ 2,245</td>
</tr>
<tr>
<td>IGCSE French Subject</td>
<td>HK$ 1,440</td>
</tr>
</tbody>
</table>

Private Candidates

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGCSE French (Foreign Language)</td>
<td>HK$ 2,245</td>
</tr>
<tr>
<td>IGCSE French Subject</td>
<td>HK$ 1,440</td>
</tr>
</tbody>
</table>

For registration in person (or through a representative), a demand note will be issued at the time of registration. For postal registration, a demand note will be sent to the candidate by mail as detailed in (2c). Payment may be made at any Hong Seng Bank branch or through Automated Teller Machine (ATM). Detailed payment instructions are printed on the reverse side of the demand note. Candidates who do not submit their registration online may strongly be referred to settle examination fees through ATMs in order to facilitate further processing. Fees must be paid on or before the date printed on the Demand Note (13 July 2017). If a candidate fails to do so, the candidate will be disqualified. Details of payment are printed on the reverse side of the demand note. Examination fees must be paid by that date, entries are accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fees will be charged in such cases. Fees paid by a candidate who subsequently withdraws his/her entry, or whose entry is later cancelled will NOT be refunded. Fees NOT are transferable from one examination to another later one or for other purposes. If paying by cheque, please write your demand note number at the back of the cheque.

4. SYLLABUSES AND PAST QUESTION PAPERS

Syllabuses may be downloaded from the website: www.cie.org.uk. The syllabuses and past question papers are available for sale at the Cambridge International Examinations, 1 Hills Road, Cambridge CB2 1EU, United Kingdom. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

Subjects offered are listed in the entry form. Please check the requirements and conditions of entry for various subjects on the Cambridge International Examinations website (www.cie.org.uk). No refunds or adjustments to the candidate’s examination schedule will be made as a result of entries which do not comply with the regulations on the Cambridge International Examinations website.

(a) English (First Language) may not be taken with English (Second Language) in the same examination series.

(b) Several subjects have core and extended curricula available to candidates. Candidates have to decide which curriculum they would opt for and then blacken the appropriate circle on the entry form.

(c) Network, practical and oral communication will not be offered to candidates, except the IGCSE 0520 French (Foreign Language).

6. ENTRIES

(a) Dual Entries: The first entry form for an examination series submitted by a candidate is considered as the final entry of the candidate. A candidate must not submit more than one entry in the same examination whether for the same or for different subjects. Dual entries may lead to cancellation without prior notice. No refund of the examination fees will be made for the cancelled entries.

(b) Late Entry: Application for late entry should be submitted to the Registration Office on or before 21 July 2017. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No late entries will be accepted after 21 July 2017.

Additional exam paper: If a candidate sends in an examination series entry form after the closing date of the candidate’s entry, the candidate is considered as an additional entry. Candidates are not permitted to make any changes to their entries. Application for addition/ change of subjects should be submitted to the Registration Office on or before 21 July 2017. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No addition/ change of subjects will be accepted after 21 July 2017. It is candidates’ responsibility to ensure any addition/ change of subjects will not result in timetabling clash.

(d) Withdrawal: Candidates must submit written request to the Registration Office. Approval of withdrawal is at the discretion of the Examination Board. Once withdrawal of subjects is processed, it cannot be revoked. No refund of examination fees will be made for the withdrawn subjects.

7. PERSONAL DATA

Personal data of candidates are used by the HKEAA and the Examination Board for delivery of examination and assessment services. Whether you provide the required personal data at the time of registration is a legal requirement and is an essential part of your examination registration. If you do not provide your personal data, the HKEAA may not be able to accept your entry or provide all or part of the examination and assessment services. The personal data submitted may also be used for:

(a) assisting tertiary institutions and other government/public organizations in their admissions processes;
(b) assisting tertiary institutions and other government/public organizations in their research processes;
(c) assisting tertiary institutions and other government/public organizations to conduct the candidates’ eligibility for financial assistance or other forms of subsidization, in which case, the necessary personal data of the candidate may have to be disclosed to the concerned organizations for verification;
(d) certifying candidates’ examination results for response to legitimate requests;
(e) processing any refund or payment in relation to the examination;
(f) conducting and assisting tertiary institutions and other government/public organizations to conduct educational research and analysis;
(g) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable.

8. TIMETABLE

A timetable showing the subjects available in Hong Kong is printed overall. Candidates are reminded to check carefully the relevant examination timetables (including GCE/GCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects. Normally, no special arrangements will be made under such circumstances. Candidates who wish to sit more than one examination session on the same day must avoid booking their examination sessions for travelling and taking back the examination papers. These examinations may be held at different examination centres required travelling. Candidates will be required to cancel the subjects affected. Examination fees cannot be transferred from one examination to another and it is not refundable and NOT transferable from one examination session to another. If a candidate fails to pay examination fees on or before the date printed on the Demand Note (13 July 2017), if a candidate fails to do so, the candidate will be disqualified. Details of payment are printed on the reverse side of the demand note. Examination fees must be paid by that date, entries are accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fees will be charged in such cases. Fees paid by a candidate who subsequently withdraws his/her entry, or whose entry is later cancelled will NOT be refunded. Fees NOT are transferable from one examination to another later one or for other purposes. If paying by cheque, please write your demand note number at the back of the cheque.

9. CANDIDATE ENTRY INFORMATION CHECKLIST

The ‘Candidate Entry Information Checklist’ will be sent to private candidates by post or school candidates through their participating schools / organizations in mid-September 2017. Candidates should check if the information is correct. If amendments are required, they are advised to inform the Registration Office in writing before mid-August 2017. Candidates who have not received their ‘Candidate Entry Information Checklist’ in mid-August 2017 must contact their participating schools/organizations or the Registration Office.

10. ADMISSION FORM

Admission forms will be sent to private candidates by post or school candidates through their participating schools / organizations in mid-September 2017. Candidates who have not received their admission forms two weeks before the commencing date of the examination must contact their participating schools / organizations or the Registration Office.

11. RESULTS

The results will be available around January 2018. Statements of Results will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their results by the end of January 2018 must contact their participating schools/organizations.

12. UNFORESEEABLE CIRCUMSTANCES

NOTICE: The results of the Examination Board or the HKEAA will be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour stoppage, actions of government or action, risk, or any cause not reasonably foreseeable and beyond the reasonable control of the Examination Board or the HKEAA.

DO NOT LOSE THIS SET OF INSTRUCTIONS/TIMETABLE KEEP IT FOR FUTURE REFERENCE.