

2017 UOL EXAM REGISTRATION

Payment Guidelines for **AXS** and **Cheques/ Cashier's Order**

i) AXS Payment

- Upon successful payment, please **keep the AXS receipt as proof of payment**. This is the official receipt and RELC EB will NOT issue another receipt
- Write the **AXS Receipt / Auth Number, Date of Payment and Sign** on the EEF. Students are advised to retain a copy of EEF for personal record
- Submit the signed EEF through the **REL Candidate Portal** by the next working day. Choose "Exam Entry Form(EEF)-Completed".

UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES Examination Entry Form 2017 **University of London International Programmes**

IMPORTANT: Please check that the details on this form are correct and submit the completed form to RELC Examinations Bureau

PROGRAMME INFORMATION
Programme of Study:
PRG: _____ **ROU:** _____
Teaching Institution (if applicable): _____
Are you due to complete your Programme of Study this year? **Y/N (please circle)**

PERSONAL DETAILS
Student's Name (In Full): _____
Title: _____ Student Number: [_____]
Address1: _____ Date of Birth: [_____]
Address2: _____ NRIC/Passport/FIN no. [_____]
Address3: _____ Postcode: [_____]
Address4: _____ Country: [_____]
City: [_____] Tel: [_____]
Email: _____

You have chosen to take your examinations at the following examination centre.
SINGAPORE-REL C Exams Bureau

MODULE SELECTION These are the courses/modules you wish to enter examinations for. Any amendment to this list must conform to the regulations of your programme.

Course/Module Code	Course/Module Name

If you require any Individual Examination Arrangements, you should write to the Inclusive Practice Office, specialearrangements@london.ac.uk, detailing your requirements, including documentation. You should do this as soon as possible. Making special arrangements can be a lengthy and complicated process.

Signature of Candidate _____ Date _____

I agree that the University may release my examination results and marks to any organisations which have a legitimate interest in my performance in the examination.

AXS Receipt/Auth No. [_____]

TO BE COMPLETED BY THE EXAMINING CENTRE
I am willing and have all the necessary facilities to conduct this examination at the centre stated below. I am retaining a duplicate copy of this form for my records.

Examination Centre (full name of Centre, Country and City) _____ Official Stamp []

Signature of Officer for Test Centre _____
Name (block capitals) Mr/Mrs/Miss/Ms _____ Date _____

NOTES ON THE COMPLETION OF THE EXAMINATION ENTRY FORM (EEF)

PLEASE CHECK ALL THE DETAILS ON YOUR FORM BEFORE MAKING YOUR ENTRY

- You must complete and submit this examination entry form (EEF) to the appointed Singapore Examination Centre, RELC Examinations Bureau (RELCEB), together with the appropriate examination entry fee from **5 to 17 January 2017**. Please refer to the Examination Fees section below on the modes of payment.
- Entries received by RELCEB after their local closing date will be subject to the Bureau's approval and a late fee will apply. The University will abide by their decision.
- It is important that you update RELCEB of any changes to your particulars and constantly check the RELCEB website and the RELC Candidate Portal for the latest exam information. Please update your address, email address and phone numbers through the UOL Student Portal (VLE) as well as via the **RELCEB Candidate Portal** <https://iceams.relc.org.sg/eb/CandidatePortal/CandidatePortalLogin.aspx>.
- If you have any requests which cannot be resolved or your EEF does not display the correct modules, please notify the University immediately through the UOL Student Portal (Ask a Question link) / Student Advice Centre Form and copy to RELCEB at uol@relc.org.sg indicating your email subject as "**Subject Entries Issue**". The University will update your UOL Student Portal and inform you accordingly when they have amended and approved your request. Please submit your amended EEF through **RELCEB Candidate Portal** (choose **Submit Documents** option) Or email it to RELCEB at uol@relc.org.sg. RELCEB will then inform you on **when** you will be able to make payment via AXS Stations/Cashier's Order/Cheque based on your revised EEF.

AFTER EXAMINATION REGISTRATION

The University will notify students to download their Admission Notice from the 'My Account' tab in the UOL Student Portal about *two weeks prior to the start of the examinations*. If you are unable to download your Admission Notice ten days prior to your first examination, please contact the University of London Student Assessment Office through your UOL Student Portal.

If you are unable to attend the examinations after you have entered, please email RELCEB at uol@relc.org.sg and inform UOL via the UOL Student Portal through the 'Ask a Question' link.

RELCEB will email you approximately five days before the exams with the exam venue details and the instructions on how to check your seat number using the RELCEB Candidate Portal. If you do not receive the instructions, please check your Spam box and email RELCEB at uol@relc.org.sg three days prior to the examinations. Please also 'whitelist' RELCEB email addresses by adding these into your contact list/email address book: uol@relc.org.sg, uolreg@relc.org.sg, eb.exams@relc.org.sg, eb.admin@relc.org.sg. This will prevent our important notifications going into your Spam box.

You are advised to retain a copy of your entry form for your own records.

EXAMINATION FEES

PLEASE NOTE THAT EXAMINATION FEES, LOCAL FEES AND LATE FEES (WHEN APPLICABLE) ARE **NON-REFUNDABLE** AND **NON-TRANSFERABLE**.


Payment of examination fees, local fees and late fees (when applicable) must be made to RELCEB in Singapore Dollars through any of the following modes:


1. **AXS Stations** (Select *Education > RELC Examinations Bureau > University of London Exam Fees*)
After you have successfully paid at the AXS station, please indicate the Receipt/Auth. number and date of AXS payment on page one of on the EEF and log into **RELCEB Candidate Portal** (choose **Submit Documents** option) to submit page one of your EEF Alternatively, please email it to uolreg@relc.org.sg (indicate the email subject as "**Completed EEF**") by the next working day.
2. **Cheques or Cashier's Order**
Payable to 'RELCEB'. Mail to: RELC Examinations Bureau, 30 Orange Grove Road, Singapore 258352. Your payment, together with EEF must reach RELCEB by **17 January 2017**.

For more details on examination fees, examination registration matters and accepted payment modes, please refer to RELCEB's FAQs at: <http://www.relc.org.sg/eb/uol/>

You must email RELCEB at uolreg@relc.org.sg, if you make changes to your programme or modules **before** you make payment. Please indicate the email subject as "**Subject Entries Issues**" and state your Full Name, NRIC/Passport/FIN, UOL Student Number and Programme of Study as well as attach your revised EEF in your email correspondence to RELCEB.

AXS Receipt Sample





[99999504] : AXS Office, Level 2
 Service : RELC EB
 Merchant No : 999900001000003-77777702
 Receipt/Auth : 10006527 / 818181
 Bank : DBS-POSB / Savings
 Date/Time : 31 Dec 2013 17:27:59
 Amount Paid : \$2113.00

UOL May/June 2014 Exam

Name:
 IC/Pp/Fin No:
 SRN:
 Prog: U-ACAFN BSc Accounting and Finance
 (Standard/Grad Entry)
 1. AC1025 Principles of Accounting
 2. EC1002 Introduction to Economics
 3. MN1107 Intro to Business & Mgmt
 4. MT105A Mathematics 1 (Half)
 5. ST104A Statistics 1 (Half)
 No of units: 3 Full & 2 Half
 Exam Fees: S\$1683.00
 Local Fees w GST: S\$430.00
 Total Amount Payable: S\$2113.00

Terms & Conditions Apply
 Thank you for using AXS Station

- ii) **Cheque/ Cashier's Order Payment** (For students on sponsorship/loan arrangement/total fees exceed \$3000)
- Ensure Payee's Name on the Cheque or Cashier's Order is written as **RELC EB**. Please Indicate your full name, NRIC/FIN/Passport Number, Mobile no., SRN no. at the back of the cashier's order.
 - Please mail a copy of the EEF together with your Cheque/Cashier's Order to RELC EB or drop it into the drop-box available at the hotel reception desk during the registration period.
 - Receipts will be mailed/emailed to students approximately 2 weeks after payment.
 - Kindly note that payment by Cheque or Cashier's Order must be sent as early as possible as it may take approximately 4-5 working days for them to reach RELC EB while registered mail will take 2 working days to reach addressee.
 - Students taking study/bank loan are advised to apply for their loans early in order to meet the standard registration deadline. Kindly note that banks will take **at least 7 working days** to process your loans.
 - Late entries after the stipulated date will be subjected to a late fee charge.

User Guides for AXS Payment

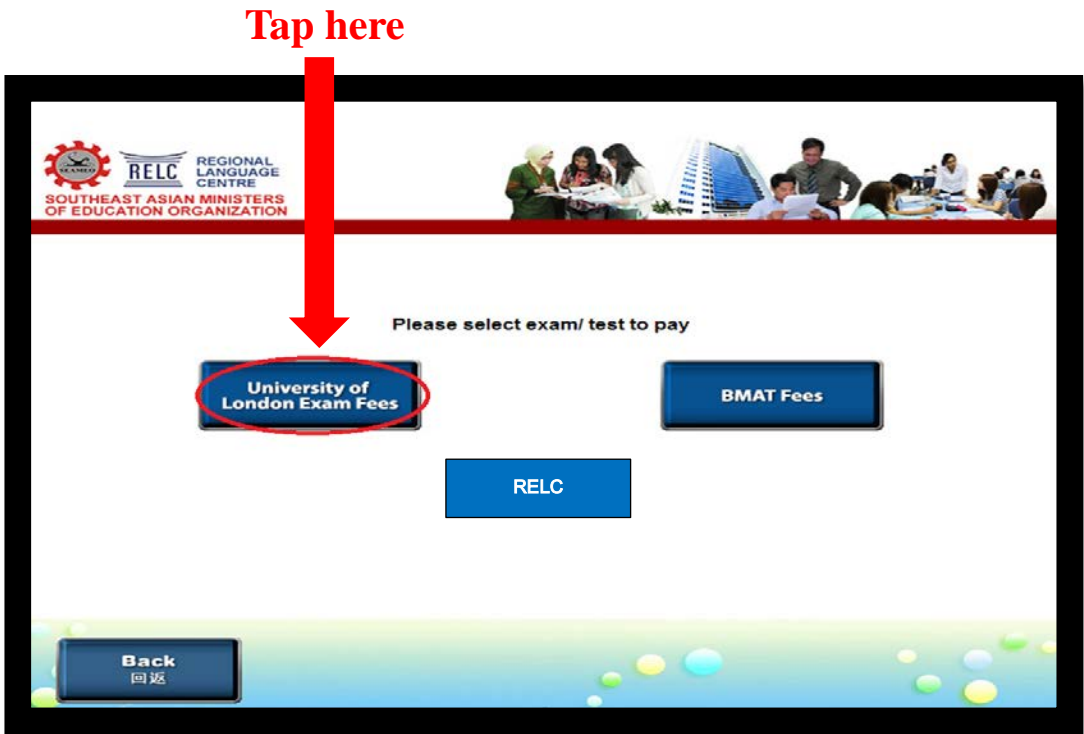
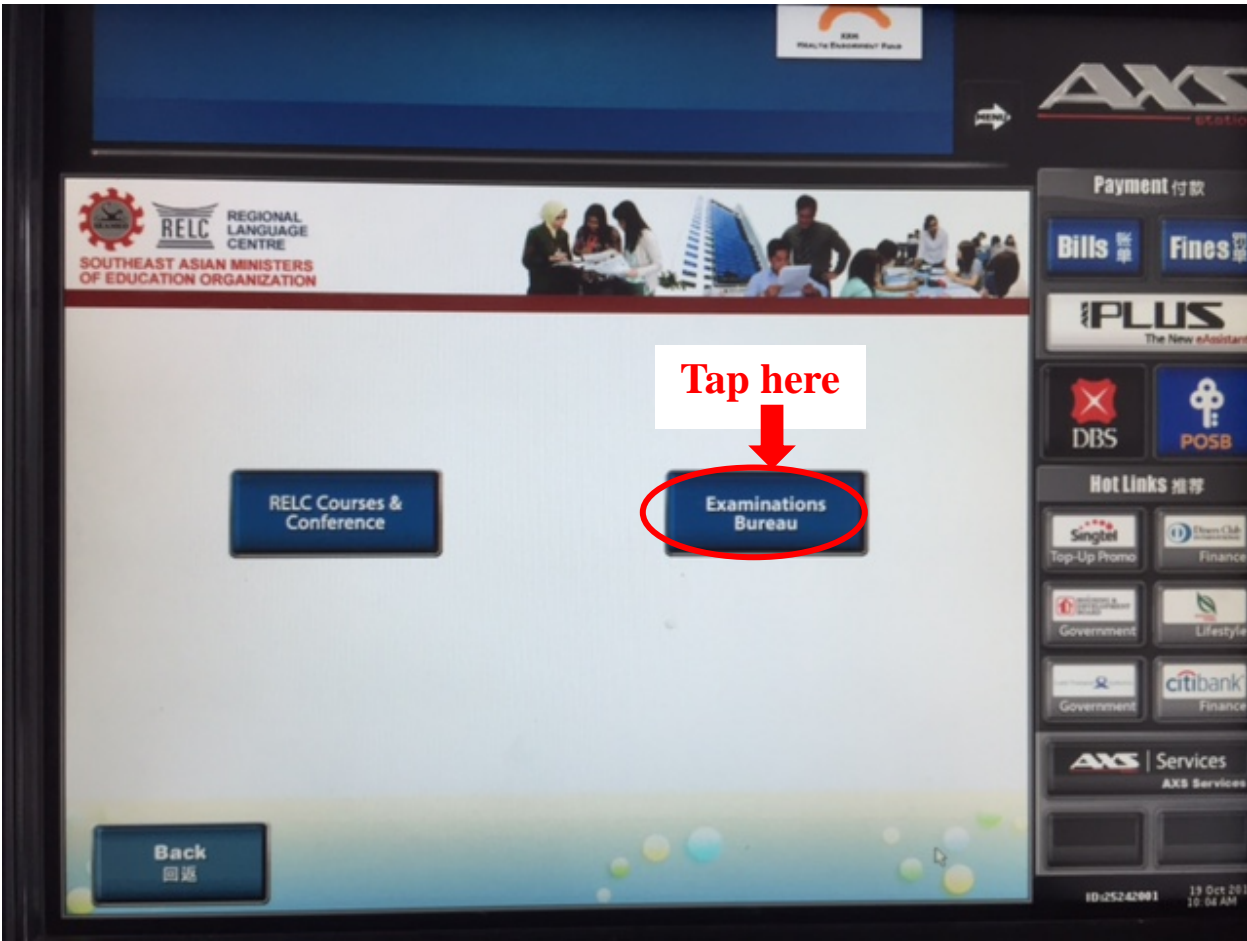
(i) Payment via AXS (new interface)

Tap here



Tap here





Info/Promo 咨询 | **Lifestyle** 娱乐 | **Community** 社群 | **Government** 政府
Finance 金融 | **Services** 服务 | **Ticketing** 购票 | **Top-Up** 添值

AXS station

Payment 付款
Bills 账单 | **Fines** 罚单
PLUS The New eAssistant
DBS | **POSB**
Hot Links 推荐

REGIONAL LANGUAGE CENTRE
SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION

Student Name: [Redacted]
 SRN: [Redacted] IC/Pp/FIN No: [Redacted]
 UOL Exam: May/June 2013 Programme: U-BUSNS BSc Business (Standard/Grad Entry)
 Payment Period: From 2 to 9 January 2013

Courses/Modules/Subjects Registered:
 No of units: 2 Full

1. AC1025	Principles of Accounting	Exam Fees	: S\$ 788.00
2. EC1002	Introduction to Economics	Local Fees w GST	: S\$ 166.00
			Total Amount Payable : S\$ 954.00

Please confirm if the above is correct.

For payment by Credit Card

For payment by ATM Card or Debit Card, choose "DPAY"

Exit 退出 | **Pay By** 支付法 (Diners Club International) | **Pay By** 支付法 (DBS Credit Card) | **Pay By** 支付法 (DPay)

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AXS station

Payment 付款
Bills 账单 | **Fines** 罚单
PLUS The New eAssistant
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Hot Links 推荐

REGIONAL LANGUAGE CENTRE
SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION

Student Name: [Redacted]
 SRN: [Redacted] IC/Pp/FIN No: [Redacted]
 UOL Exam: May/June 2013 Programme: U-BUSNS BSc Business (Standard/Grad Entry)
 Payment Period: [Redacted]

Courses/Modules/Subjects Registered:
 No of units: 2 Full

Please confirm if the above is correct and make payment; Select "Exit" if it's incorrect.

Accept DBS/POSB Credit card only. Check with the bank whether the card has sufficient credit limit.
For Debit (Visa/ Master) card, DO NOT select this option.

- For payment by ATM Card or Debit Card, choose "DPAY"
- Please ensure sufficient amount in the bank account for direct debit, and ensure the daily withdrawal limit is not exceeded
- Partial payment is not allowed.

Exit 退出 | **Pay By** 支付法 (Diners Club International) | **Pay By** 支付法 (DBS Credit Card) | **Pay By** 支付法 (DPay)

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