

Student External Exam Request Form

Please fill out this form and return it by email to info@calgarylearning.com. Form should be received a least 7 days before the scheduled dated.

EXAM FEES				
Canadian Institution: \$90 per exam Seating fee		International Institution: \$100 per exam		
Fees are paid when you arrive for your exam or online. Cash, debit or credit card payment are accepted at our office if paid by the candidate.				
Fees can be paid by the candidate or the institution. Contact us to confirm pricing for multiple exams.				
STUDENT INFORMATION				
Name		Email		
Address		City	Province	Postal/Zip Code
Country		Phone Number(s)		
HOME INSTITUTION INFORMATION				
Name of Institution		Contact Person		
Address		City	Province	Postal/Zip Code
Country	Phone Number	Contact Email	Fax Number	
☐ I have included documentation with this request form that shows my home institution has agreed to cover the exam fees				
EXAM INFORMATION				
Requested Date & Time of Exam		Length of Exam	Exam Format:	☐ Paper ☐ Online
			Delivery Method:	☐ Courier ☐ Email
OFFICE USE ONLY – DO NOT COMPLETE				
☐ Accepted ☐ Confirmation sent ☐ Contacted		Notes:		
Proctor				
Location				
Date & Time				
Payment	☐ Collected from Student \$ _____ ☐ Invoiced to Institution \$ _____			

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the federal Statistics Act. It will not be uses for any other purposes.

PAYMENT				
☐ VISA ☐ MASTERCARD ☐ AMEX ☐ MONEY ORDER	Card Number:		Expiry Date:	Total Fee:
	Card Holder Name		Card Holder Signature	