



FCE for Schools REGISTRATION

How to register your students

- 1.- Print out instructions and Entry Form(s).
- 2.- Please print clearly in capital letters the full name of your students and their date of birth. Your school name, address, fax number and/or email address and NIF / CIF number must be provided in order to prepare the corresponding invoice. As individual entry forms are not available for each candidate, we suggest that you make your own receipt when each student pays the registration fee.
- 3.- Deposit the examination fees that correspond to those students who have registered in the following account:

TITULAR : APROPOS EDUCATION IN ENGLISH C.B.
ENTIDAD: 0182 BANCO BILBAO VIZCAYA
OFICINA: 2499 Av. del Pais Valenciano, 15 ELCHE
D.C.: 37
CUENTA: 0201573796

- **Payment must be made collectively by each school / educational institution. Individual payment by students will not be accepted. Please do not share our bank details with individual students.**

4.- Once the deposit has been made, please fax (96 609 42 48) or email us the bank slip as well as the signed entry forms ASAP. Unsigned entry forms will not be accepted. As oral exams are given in pairs, you must also indicate your pair preferences at this time. If not, your students will be paired at the centre's discretion. We advise you to keep the entry forms for your records. Once this is done, we will send you the corresponding invoice by email.

Of course you may choose to register your students personally at our premises at anytime from Monday to Friday between 10 a.m. and 2 p.m.

If you have any doubts concerning the above or we can assist you in any way, please feel free to phone us at 96 609 42 48 during APROPOS office hours between 10 a.m. and 2 p.m. (Monday to Friday).

