

Terms and Conditions

Kindly note that it is the responsibility of registering candidates to fill in accurate details on the online registration portal. You must enter the appropriate entry option code and provide the previous entry details if you want to carry forward a Cambridge International AS Level result. Carry-forward entries are not automatically checked by Cambridge International or British Council.

In the event of any errors the appropriate entry amendment penalty fee must be paid by candidates to correct or complete missing option codes.

British Council will not be responsible in any way for any omission or incorrect entries made.

Kindly note:- Result cannot be issued until the full and correct carry forward option code details are furnished, and appropriate penalty fee has been paid by the candidate.

Payment options

You can pay your exam fee from one of the below options.

Note: All the payments must be made to "**British Council Services Nepal Private Limited**"

Option 1: Online payment through e-Sewa

Step 1: Complete your registration form and you will be able to see Esewa payment option. Clicking on that option, you will be redirected to Esewa portal from where you can complete your payment.

Step 2: After you complete your payment, for confirmation of your test registration, you would need to send an email stating following details to schoolpayment@britishcouncil.org :

- 1) Full name
- 2) Copy of your valid ID
- 3) Registration reference number
- 4) Screenshot of payment completion

Option 2: Online payment to Standard Chartered Bank or NABIL Bank with accountholder name "British Council Services Nepal Private Limited"

Step 1: You can pay test fees by transferring the amount to Standard Chartered Bank account 01-312023601 or NABIL bank account 1701017501670 from your own bank account directly.

Step 2: After you complete your payment, for confirmation of your test registration, you would need to send an email stating following details to schoolpayment@britishcouncil.org:

- 1) Full name
- 2) Copy of your valid ID
- 3) Registration reference number
- 4) Screenshot of payment completion

Option 3: You can visit any of Nabil Bank's branches/counters to make your exam payment.

Option 4: You can make your payments through Standard Chartered Bank in Naxal Sunday- Friday from 10 AM- 2 PM.

Follow the process below for your payment through Nabil bank and Standard Chartered Bank.

Step 1: Please fill the correct deposit slip.

Step 2: Once you have filled the deposit slip, please check that the details that you have filled are correct. Incomplete deposit slips will not be accepted.

Step 3: Deposit the money along with the deposit slip at the payment collection counter.

Step 4: The bank will give you back the deposit slip. You need to scan the deposit slip along with the copy of your ID and send this to schoolpayment@britishcouncil.org

Payment Confirmation

Once British Council has received the deposit slip and required documents, you will receive an email confirming that payment is received and that your test date is confirmed.

Refund Policy

Please find essential details for entry withdrawal and refund requests for the **October/November 2026** session.

- Email to the British Council at general.enquiry@britishcouncil.org.np
- The final deadline to email the entry withdrawal for Normal Entries is **7 August 2026**.
- The final deadline to email the entry withdrawal for Late Stage 1 and Retake Entries is **4 September 2026**.

Admin fee on refund processing:

- Charges will not be applicable for refund requests made by **7 August 2026** for Normal Entry and **4 September 2026** for Late Stage 1 and Retake Entry.
- We deduct 25% of the total fee for withdrawals made after the deadline, even when requested due to medical reasons, bereavement, or other exceptional circumstances, but this is at the exam board's discretion.

Please note that British Council has followed the standardised process to maintain the quality of the test. If you have any concerns or want to report any issues, write to general.enquiry@britishcouncil.org.np with your details and we will get back to you on this.

Important Notes:

Candidates are requested to take note that for each registration deadline, you will need to pay the fee and not just register on the online registration system. Any payments and registration made after the deadline will be considered late and will be subjected to appropriate late fee. The registration process will be completed after the payment slip and registration summary are received by the British Council office. Therefore, you should not hold on to your registration forms and payment slips after making the payments and make sure that they reach us before the relevant deadline.

Candidates should bring any of the valid Government ID card (Passport / Citizenship card / National ID card) during the exam day.

We will not be liable for any loss, damage or theft of personal belongings on the test day. So, do not bring any valuable items.

Acknowledgements

The British Council would forward the final statement of entry (SOE) and exam venue details by email to the regular entry / late entry candidates two (2) weeks before the exams session at the email address mentioned given at the time of registration.

Details on statement of entry (SOE) should be checked, and British Council office must be notified of discrepancies immediately. Make sure that spellings of your name and date of birth mentioned are correct as per the ID document.

In case you do not receive your statement of entry (SOE) two (2) weeks before the start of the examination session, please immediately get in touch with British Council Office or call us at 01-4237700.

Please note that British Council office timings are from 09:00-17:30, Monday to Friday. You can also write to us at **general.enquiry@britishcouncil.org.np**