



**5. ESTABLISHED OFF CAMPUS EXAMINATION CENTRES**

UQ have a number of established centres throughout Australia and overseas. Students will normally be expected to undertake examinations at one of these approved centres. A student may nominate an appropriate supervisor and venue **only in exceptional circumstances** where there is not a suitable established examination centre within a reasonable travelling distance of the nominated city or town.

**6. APPLICATION DEADLINES**

External examinations held in Australia - not later than 21 days prior to the commencement of the examination period.

External examinations held overseas - not later than 28 days prior to the commencement of the examination period.

External examinations for special/supplementary examinations during December – this form must be submitted with the special/supplementary examination application form.

**7. FEES**

**Examination fees are payable to the University cashier at the time of application.** If you are applying by fax or email you are required to complete the credit card details requested below at the bottom of the form.

**Refunds**

In all cases, requests for full or partial refund of external examination fees are to be submitted to the Manager, Examinations.

- Non-attendance at the examination – No Refund
- Notice of cancellation received by Examinations Section less than 3 days prior to the examination date – No Refund.
- Notice of cancellation received by Examinations Section 3 or more days prior to the examination date – 50% Refund.

Examinations within Australia      **\$180.00 per examination**  
 Examinations outside Australia      **\$250.00 per examination**

**Method of Payment:**     EFTPOS  
     Cheque/Money Order  
     Credit Card (Please complete details below):

**8. DECLARATION**

I acknowledge that this application will not be processed until the correct fee is paid, and all required information and/or supporting documentation is provided.

**An email will be sent to your official UQ student email account with details of your examination arrangements one week before the examination period.**

**Signature:** .....

**Date:** .....

**RETURN THIS APPLICATION TO:**

- (a) in person                      Student Centre  
   St Lucia & Ipswich Campuses
- (b) fax/email                      you must include credit card details in  
   Section 7 of this form
- (c) mail                              you must include credit card details in  
   Section 7 of this form or a cheque or  
   Money/Postal order

**CONTACT DETAILS**

External Examinations Officer:      (code) 3365 2625  
 Examinations Facsimile:              (code) 3365 4415  
 Code:    within Australia (07)  
 Code:    outside Australia (+61 7)  
 email:    examinations@uq.edu.au

Postal Address:                              Examinations Section  
    The University of Queensland  
    St Lucia Qld AUSTRALIA 4072

**OFFICE USE ONLY**

- 1. To Authority      Date: .....
- 2. Approved:      Yes     No
- 3. Return to External Examinations Officer

Faculty/School of: ..... Signature:..... Date: .....

**PLEASE COMPLETE THIS SECTION BELOW IF PAYING BY CREDIT CARD**

Type of credit card: Mastercard     Visa     Bankcard                       Name of cardholder:.....

Payment Amount: \$ .....                      Signature:.....

Card number:                                                Expiry date:        /

**NOTE: UQ does not accept Amex**