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If you would like to add/delete any subject please complete the appropriate section to show the correct information.

Subject Name:

Subject to be deleted (Subject Code / Option Code)Subject to be added (Subject Code / Option Code)

Candidate Name:

Candidate Number

Exam Board

Signature

Date

Contact number :

Email:

Centre Number:

Centre Name :

Registration Reference Number:

Person Requesting:

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### Office use

Payment

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Refund (if applicable)

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Receipt Number

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Admin Initial

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Date

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Status:

Completed/ Awaiting Approval/Rejected

Fee Received (Yes/No)

Fee Updated (Yes/No)

Fee Refund (Yes/No)

British Council will use the information that you are providing in connection with processing your request. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).  
Data Protection

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  
You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information.

If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

**Step 1: Please complete the Application for Subject Code Amendment Form**

**Step 2: Make the payment.**

## Payment options

**Option 1: Payment at one of the British Council Offices (Riyadh & Al Khobar only).**

*Option 1 is not available in Jeddah.*

## Option 2: Direct Deposit at SABB

Directly deposit the fee at your nearest SABB branch - <http://www.sabb.com/ar/personal/tools/branches-and-atm-locator/>

Please make sure to include your name & city and mobile number on the deposit slip as reference for your payment at the time of deposit. Once you have paid the correct fee, please email a copy of the deposit slip as proof of payment with duly filled Application form for Oxford (page 1) (quoting your full name and City in the subject line) to [ExamsRegistration@sa.britishcouncil.org](mailto:ExamsRegistration@sa.britishcouncil.org)

## Option 3: Direct Bank Transfer

Online direct bank transfer from your account to the British Council's account. In this case you need to add the British Council as a beneficiary for your transfer.

Please make sure to enter your name, city and mobile number as reference for your payment at the time of transfer. Once you have paid the correct fee, please email a copy of the bank transfer as proof of payment with duly filled Application form for Oxford (page 1) (quoting your Name and City in the subject line) to [ExamsRegistration@sa.britishcouncil.org](mailto:ExamsRegistration@sa.britishcouncil.org)

## British Council Bank Details

Bank name	The Saudi British Bank
Branch address	Shara Dabab Branch, PO Box 17682, Riyadh 11494, Saudi Arabia
Account name	British Council
Account number	003 001 328 003
IBAN number	SA58 4500 0000 0030 0132 8003
Swift Code	SABBSARI

**Important Note: Please note your request will be processed within 7 days from the receipt of payment confirmation and Application, to ([ExamsRegistration@sa.britishcouncil.org](mailto:ExamsRegistration@sa.britishcouncil.org)).**

## Disclaimer:

Missing or incorrect name and mobile numbers provided at the time of deposit may result in the British Council unable to track your registration fee in which case your service will not be confirmed. The British Council will accept no responsibility for any delays or loss that occurs as a result.

For clarification or assistance, please contact our Call Centre:

Telephone	<b>920003668</b>
Email	<b><a href="mailto:KSAinfo@sa.britishcouncil.org">KSAinfo@sa.britishcouncil.org</a></b>