

Dear Candidates

Kindly take note of the following information regarding the **Cambridge International Examinations (CIE)** for external students:

1. The registration period for the May/June 2026 examination is: **23 April 2026 to 9 June 2026. Please note: Payment should be made on or before the deadline for registration. No candidate will be registered without proof of payment.**

**2. Examination Fees for 2026:**

- IGCSE Subjects-                    **N\$3750** per subject.
- AS Level Subjects-                **N\$4250** per subject.
- AS Level Science Subjects-    **N\$4750** per subject.
- A Level Subjects-                 **NS5250.00** for two components.  
    **N\$8500.00** all four components.

3. The amount must be transferred into the school account.

**BANKING DETAILS**

***Deutscher Schulverein Windhoek (1949)***

***Bank: FNB Namibia***

***Account Number: 6209 367 0472 (Current Account)***

***Branch Code: 281-872***

***NB! Reference: SurnameInitialCIEExam (e.g. BothaECIEExam)***

It is important to include a reference for this purpose.

4. Candidates must send the **proof of payment** to [payment@dhps-windhoek.com](mailto:payment@dhps-windhoek.com) and **attach** it to the Electronic Application Form upon payment of the examination fees.

5. **Candidates can only be registered for the examination if there is availability of space for the AS Sciences (practical), completed the official exam entry form, paid their examination registration fees and having forwarded their proof of payment to the Examinations Officer.**

6. Candidates will not be entitled to claim back their examination fees if they are absent from the examination, or if their results are declared null and void because of irregularities, or if they sit for an exam other than the one registered for. Refunds before the close of registration will be charged bank fees. After registration,

refunds are not possible as fees are paid over to Cambridge the day after registration closes. During the late registrations period, no refunds can be given.

7. Examination fees are for the May/June 2026 examination series **only** and cannot be transferred to the next examination series.

8. The closing date for registration is **6 February 2026**. Only registrations received via the official online registration form will be processed. No physical applications or informal applications via email will be registered.

9. The last day for verifying entries (correct personal details, correct subject registration) for the examinations is **12 February 2026**. Candidates will be contacted via e-mail (**MAKE SURE THAT THE EMAIL ADDRESS USED DURING REGISTRATION IS VALID AND REGULARLY CHECKED**). If responses about changes are late or if no response is forthcoming, the school cannot be held responsible for any errors.

10. Please note that entries received after the closing date (if there is still place available) and amendments to entries for the May/June examinations after 6 February will be regarded as late entries and will incur an additional late fee. No refund of exam fees or cancellations after this date is possible.

11. Candidates have to dress appropriately (smart casual) when coming for exams. Respect the rules of our school campus.

12. Ensure that you obtain information regarding the starting times of your exams from the CIE timetable sent to candidates. **AM key time being 11:00 and PM key time is 15:00. PLEASE NOTE: Key times are not starting times.**

12. Ensure that you are on time for your exams and are able to present an **original** identity document i.e., National Identity, Driver's License, Valid Passport together with your original **CIE Statement of Entry. A student will not be allowed to write any exam without these documents present.**

13. **All correspondence via email only to [cambridge@dhps-windhoek.com](mailto:cambridge@dhps-windhoek.com)**

Best regards,

The Exam Team