

Important Information Regarding Exam Registration

◆ Registration Form

▶ Please complete the registration form provided in the link below accurately. First, download the form and sign it after printing. You must submit your form in person to the TOLES Exams Centre Head Office (EEL132), located in the EEL Building. Please ensure that you submit your registration form along with your invoice as proof of payment. The payment details are stated below.

▶ The deadline for submitting the registration form and invoice in person is 19.3.2025. The exam office will be open between 14:30-16:30 for this purpose.

◆ Payment

▶ The exam fee can be paid either in full or in monthly instalments starting from 7 March. If you choose to pay in instalments, please ensure that each payment is made on time, between the first and last day of each month.

I. Payment Details

If you request certificate delivery, please add £5 to the fee specified per level below. Make sure to include this additional fee in your first instalment.

For example, if you choose to sit the Foundation exam and opt for instalment payments, your first instalment will be £60 (i.e., £55 + £5 for delivery).

- Foundation: £220 (single payment) or £55 (monthly instalments from March to June)
- Higher: £240 (single payment) or £60 (monthly instalments from March to June)
- Advanced: £250 (single payment) or £62.50 (monthly instalments from March to June)

II. Bank Details

Türkiye İş Bankası – Account No: TR62 0006 4000 0026 8200 9588 00

▶ After making your first payment (in GBP), please submit the receipt both via email (dautoles@emu.edu.tr) and in person. For subsequent payments, you do not need to submit a hard copy of your invoice; instead, please email a photo of your invoice to the address provided above.

◆ Delivery of Your Certificate

▶ Once the exam has been conducted and assessed, certificates can either be collected in person from the Continuing Education Centre or delivered to candidates' addresses. If you request delivery, an additional fee of £5 per level must be paid, as explained above.

▶ The Continuing Education Centre accepts no responsibility for certificates that are not collected within two years.