

## Return of Art & Design work

Read the guidance notes at the end of this form before you fill it in.

Centre number	<input type="text"/>
Centre name	<input type="text"/>
Exam series	<input type="text"/>
Contact name	<input type="text"/>

**Currency**

Pound Sterling (£)  Euro (€)  US Dollar (\$)

Syllabus code e.g. 0400	Component code e.g.01, 02	Cost per centre
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total cost per centre</b>		<input type="text"/>

Name (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name (centre contact)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>

### Important information

Please check the fees list before completing this form. The fees list is available in the 'My Messages' section of Direct.

The deadlines for submitting this form are:

- November series – **26 February**
- March series – **6 June**
- June series – **20 September.**

If you do not submit the form by the deadline, we cannot guarantee we will be able to return your work.

## Guidance notes

### Completing this form

Use this form to ask us to return Art & Design work. If you would like us to return moderated coursework for other subjects, complete and return *Coursework and moderation – Form 6*.

### Returning this form

Send us a copy of this form with your Art & Design work by the syllabus/component submission deadline available on the samples database: [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples). You should keep a copy of the form for your own records.

If you do not include a copy with your Art & Design work, email the form to us by the deadlines above. We will not be able to return your work if you ask us after these deadlines.

Include your centre number and 'Form 5 – Return of Art & Design work' in the email subject and send it to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org).

If you are an Associate Centre, submit this form to your Cambridge Associate. They will send it to us.

### Fees

We will send all candidates' work for the component you ask for to your centre. Find more information in the fees list which is available in the 'My Messages' section of [Direct](#).

Do not include any payment with this form; we will invoice you directly.

### Return of work

We will return work that is **not subject to an enquiry about results** between June–August (March series), between September–November (June series) and between March–May (November series). You must clear the returned shipment through customs and pay any applicable local fees.

Even if you have completed this form, **we will not return work** that is part of an enquiry about results until the end of the enquiries about results appeals period. Find more information in the 'Appeals: Regulations and Guidance' section of the *Cambridge Handbook*.

Although we carefully handle and pack all work, we cannot accept responsibility for any work lost or damaged in transit.

We reserve the right to keep work for educational purposes. We clearly state this in the Cambridge International Code of Practice.

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