



Fees, Payments and Credits

FEES, PAYMENTS AND CREDITS

STANDARD FEES

- Fees quoted for examinations are set out on the annual ITEC Schedule of Fees.
- Fees quoted are those that apply in the UK up to 31st September in any academic year. The student registration fee has now been abolished in the UK and Ireland.
- Overseas fees are on a separate schedule which operates from January 1st to December 31st annually. The registration fee is still applicable as shown.

Other fees are:

- Late booking fee: where colleges enter groups or individuals after the standard date for enrolment – 8 weeks (10 weeks overseas).
- Practical examination cancellation fee: where a booked and confirmed practical examination is cancelled within 6 weeks of the date booked.
- Theory examination cancellation fee: where a theory examination is cancelled after the dispatch of papers.
- Half or full day fee: where a college/centre has booked more time than is appropriate for a set of examinations.
- ITEC transfer of candidate fee: where a candidate completes a practical/theory examination at a host college/centre.

MINIMUM CHARGE FOR PRACTICAL EXAMINATIONS

- ITEC will not send an examiner for less than 10 candidates unless the college/ centre is willing to pay the minimum fee for practical examinations (see Schedule of Fees). If candidates are then absent with valid reasons, the maximum credit will be deducted from the minimum fee.
- Overseas colleges/centres may be required to contribute to the cost of air fares, accommodation and subsistence for the ITEC Examiner in such circumstances.

INVOICING

- ITEC will invoice colleges/centres for all candidates 8 weeks prior to the examination based on the information provided on the enrolment form(s)
- Candidates notified in writing as WITHDRAWN 10 weeks before the examination date will not be invoiced. If withdrawn after this time, these colleges will be charged the absentee fee

PAYMENT

- ITEC must receive payment for ALL examinations before it will send a practical examiner or release theory examination papers
- Payment must reach the ITEC office at least 6 weeks before the examination date

- Colleges must inform ITEC of their final arrangements for examinations a minimum of 8 weeks in advance to allow time for invoices to be sent and payments made
- Late additions will be invoiced separately and payment is due immediately

RESIT FEES

- Where a candidate is REFERRED, a resit fee is charged according to the number of units being retaken within one booking (see Schedule of Fees)

VAT (UK ONLY)

- VAT at the standard rate is payable unless ITEC has written notice of VAT exemption. Information on VAT exemption can be obtained from local VAT offices

ACCREDITATION OF PRIOR LEARNING

- ITEC does not charge a fee for the accreditation of prior learning

CREDITS FOR ABSENT CANDIDATES

- ITEC will credit the examination fee, at the unit cost (practical/theory or both) where a candidate was absent, providing that the reason for the absence is acceptable to ITEC according to the criteria stated below and the necessary evidence is provided:
 - Illness of the candidate or illness of a dependent family member
 - Other compelling reason of a personal nature attested to by the head of the college/centre/department
 - Bereavement of close family member/friend
 - Withdrawal by the college/centre for academic reasons
- ITEC does not accept the following reasons and credits will not be given in these cases:
 - Candidate was on holiday
 - Candidate arrived late
 - Candidate was unable to leave his/her employment
 - Candidate decided not to attend
- The unit resit fees are set out on the Schedule of Fees
- An administration fee is charged per candidate where a credit is given
- To obtain credits colleges/centres must sign the relevant examination form (5T or 5P) and attach supporting evidence
- The credit must be used by the college/centre for the same candidate to resit
- Credits will be placed on the centre's account detailing the candidate's name when the results are issued
- Refunds are not given

NOTE: Prices quoted are subject to change without notice. ITEC will not usually alter fees during a year, however it reserves the right, where it deems necessary, to alter fees and prices without notice.