

Refund of Qualification Fees

The Enrolment Fee and the Accreditation of Existing Competence Fee are non-refundable fees. However refunds are available for the Qualification Fee on a sliding scale as outlined below:

Fee paid	Time of withdrawal	Evidence provided	Outcome
Qualification Fee (where fee is paid in full)	Within 1 – 12 months of enrolment	Completed withdrawal form	75% refund
	Within 13 – 24 months of enrolment	Completed withdrawal form	50% refund
	Within 25 to 36 months of enrolment	Completed withdrawal form	25%
	After more than 36 months of enrolment	Completed withdrawal form	No refund entitlement
NB: In all cases refunds will be issued to the payee of the original invoice			
Qualification Fee (where fee is being paid by Direct Debit)	Any time during the enrolment period	Completed withdrawal form	No refund entitlement (DD is cancelled upon receipt of withdrawal form)
Re-Assessment fee	After submission has been made	E-mail to the Assessment and Awards Team	No refund
	After registration and payment but before submission	E-mail to the Assessment and Awards Team	Fee carried forward. Where extenuating circumstances mean it is unlikely that the candidate will be able to submit within a reasonable timescale a full refund may be issued.

Examination fee (QiCN only)	After registration but more than 2 months before the exam date	E-mail to the Assessment and Awards Team	Refund minus 25% admin fee
	Candidate withdraws less than 2 months but more than 2 weeks prior to the exam date	E-mail to the Assessment and Awards Team	Refund minus 50% admin fee
	Candidate withdraws less than 2 weeks prior to the exam date	E-mail to the Assessment and Awards Team	No refund
	Candidate withdraws from the examination as a result of extenuating circumstances	E-mail to the Assessment and Awards Team and medical certificate or other appropriate evidence/professional report.	Full refund or carryover of fees

Policy for candidates with enrolment dates of 31 December 2014 or earlier

Annual Maintenance Fee (payment in full)	Within months 1 – 3	Completed withdrawal form	75%
	Within months 4 – 6	Completed withdrawal form	50%
	Within months 7 – 9	Completed withdrawal form	25%
	Within	Completed withdrawal form	No refund entitlement

NB: In all cases refunds will be issued to the payee of the original invoice

Annual Maintenance Fee (where fee is being paid by Direct Debit)	Candidate withdraws at any time during the AMF period	Completed withdrawal form	No refund entitlement (DD is cancelled upon receipt of withdrawal form)
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