

# CertICM fees and refund policy

TREASURY, RISK  
AND FINANCE  
PROFESSIONALS

ACT

Fees as at January 2011

Certificate in International Cash Management (CertICM)	Net £	VAT £	Total £
<b>United Kingdom CertICM course</b>			
UK course fee	2940.00	588.00	3528.00
<b>Hong Kong CertICM course</b>			
Hong Kong course fee	2100.00	420.00	2520.00
<b>Dubai CertICM course</b>			
Dubai course fee	2100.00	420.00	2520.00
<b>Singapore CertICM course</b>			
Singapore course fee	2100.00	420.00	2520.00

Other fees	Net £	VAT £	Total £
<b>Postage and packaging</b> <i>For delivery of course manual to your office address</i>			
UK			Free
Europe	39.00	7.80	46.80
Rest of World	76.00	15.20	91.20
<b>Exam re-sit fee (per exam)</b>	68.00	13.60	81.60

Annual student subscription	Net £	VAT £	Total £
Student subscription payable by all students	129.00	0.00	129.00

## How to calculate pro-rata student subscription

Annual student subscription runs from 1 May to 30 April. New students pay a pro-rata amount upon enrolment. You will be invoiced for a full years' subscription on 1 May. Go to the month in which you are submitting your enrolment form for the amount of subscription you will pay upon enrolment.

<b>January</b>	43.00	<b>July</b>	107.50
<b>February</b>	32.25	<b>August</b>	96.75
<b>March</b>	21.50	<b>September</b>	86.00
<b>April</b>	10.75	<b>October</b>	75.25
<b>May</b>	129.00	<b>November</b>	64.50
<b>June</b>	118.25	<b>December</b>	53.75

## Examination venue fees for candidates sitting outside the UK

For candidates sitting examinations outside of the UK, an administration fee will be payable to the local examination venue. It is not necessary to arrange or pay your local venue when you enrol; we will prompt you with the necessary information ten weeks before the examination.

# Fees Policy

The fees charged by the ACT for its Education products provide the essential funding for all aspects of the education programme.

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## Course fees and subscriptions

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### What does the course fee include?

The course fee includes the printed course manual, five-day tuition school, marking of two progress tests and your first exam entry.

### When will I receive my study material and gain access to my study site?

Once you have been enrolled you will be sent a letter or email to confirm your booking and your exam entry.

Once your course fee is paid, the printed course manual will be couriered to your office address within 3 to 7 days for UK students and 7 to 14 days for non-UK students.

CertICM is supported by an e-learning website providing access to the course manual, progress tests, past exam papers, glossary and course tutors. Your course e-learning website will open one week before the published course start date. E-learning websites open in early April for courses examined in October and in early October for courses examined in April.

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## Annual subscription fee

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When you enrol you become a Student Member and are invoiced yearly for your student membership fee (1 May – 30 April).

Payment of the annual subscription fee is a condition of remaining a student.

The benefits of the subscription include receipt of The Treasurer magazine, access to the Faculties for passed Certificates and regional group membership.

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## Payment of fees

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### When fees must be paid

Our terms and conditions stipulate that fees must be paid within 21 days of an invoice being raised. This applies even if you have purchased something which may not be occurring till some time in the future. DO NOT book on to a course if you are not in a position to pay within 21 days.

### Paying your fees in instalments

We do not have the facility to accept payment in instalments. We expect you to be able to pay your fees on booking, or for your employer to have agreed to pay some or all of the fees.

### What happens if you don't pay your fees

The contract is between the ACT and you, even if your employer is paying the fees. In the event of delays in payment by an employer, the responsibility for expediting the payment rests with the student. If fees remain unpaid, you will not be entered for examination and risk cancellation. Cancellation means that you are no longer a student of the Association, and can only be reinstated on payment of your outstanding fees and student subscription.

## **International student paying VAT**

We are obliged to charge you VAT wherever you live. We are supplying a qualification for which the point of delivery is legally deemed to be the UK and for this reason VAT is chargeable to anyone who takes one of our qualifications. We cannot negotiate about this or waive the VAT in any case.

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## **Additional fees**

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### **Postal charge – (non-UK students)**

Postage and packaging is charged for delivery of the printed CertICM manual to non-UK students.

### **Paying a venue fee for the exams (non mainland UK students)**

If you sit your exams outside of mainland UK (excluding Dublin) you are responsible for any fees charged by the local exam venue for hosting your exam. The venue will be able to advise you on what costs are applicable.

The ACT does not have any control over these costs – they are at the discretion of the venue and are payable directly to the venue. It is not necessary to arrange your exam or pay your local venue when you enrol; we will write to you about this and provide you with the necessary information ten weeks before the exam.

### **Paying re-sit fees**

If you fail or are absent from an examination and wish to sit again (within the rules and regulations detailed in the Student Handbook), a re-sit fee is payable.

- Re-sit fees are posted with your examination results confirmation letter. These invoices are pre dated and for re-sit fees only, you have 21 days after receipt to settle this invoice.
- Your re-sit examination cannot be confirmed until the re-sit fee is paid.
- The re-sit fee covers all the costs associated with arranging and marking the examination.

We are unable to process a deferral request if there are any outstanding fees. This applies even if you intend to take the exam at the next sitting.

# Refund Policy

This Refund Policy applies to all Education course invoices dated on or after 29 January 2009, and until further notice.

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## Withdrawing from your course

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If you no longer want to continue studying you can resign. This should be done in writing either by an email or letter to your Course Administrator.

We will confirm your resignation in writing. If you are eligible for a refund, we will email you a refund request form which you need to complete and return to us. Once we receive the completed form, the refund will be processed within 28 days.

If you are not resigning but require a refund, we will email you a refund request form which you need to complete and return to us. Once we receive the completed form, the refund will be processed within 28 days.

### Who the refund is sent to?

If your employer paid your fees on your behalf, we must return the refund to them. Only invoices settled by you can be returned directly to you. Refunds will be made by BACS only.

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## Course fee refunds

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Receipt of a completed booking form constitutes a formal agreement to undertake the course and attend the tuition school on the date and location specified.

### Cancellation of the course prior to the tuition school

Cancellations must be given in writing to your Course Administrator. Cancellations received up to 7 days prior to the tuition school are eligible for a refund of 50% of the course fee. No refunds are made beyond this point.

### Withdrawal from the tuition school where this has been agreed with the ACT

Transfers from the specific tuition course date and location are not normally permitted. In exceptional circumstances, where such a transfer is allowed, a fee for the transfer will be charged. This fee is in addition to the course fee given on the booking form.

An invoice will be issued for this additional amount after the closing date for bookings on the next course, if a place is available for you. If no additional places are left, a refund will be made of the course fee as above. You may enrol as a new student for a subsequent course.

### Non-attendance at the tuition school where the ACT is not notified in advance

No refund will be made in these circumstances. We will assume you have cancelled from the course and will no longer contact you.

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## Refunds of student subscription

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If you resign your student membership, we will refund any prepaid student membership subscription on a pro rata basis for the unused months.