

OTHER EXAMINATION RELATED FEES and CHARGES

Where fees are quoted in sterling or € please apply to your National Administrator or Branch Office for the equivalent.

Examination, Class Award, Presentation Class and Demonstration Class fees

1. A fee is payable for each Graded candidate who wishes to take an examination, Class Award or Presentation Class.
2. If a teacher enters more than 4 Graded candidates in Class Awards or Presentation Classes at a particular level, the lower fee is applicable to all candidates at that level irrespective of the number of sets.
3. A fee is payable for each child who wishes to take a Demonstration Class at either Level 1 or Level 2.
4. A fee is payable for each Vocational Graded candidate who wishes to take an examination.
5. A teacher may pay the Vocational Graded examination Member fee if the candidate is a member at the time of receipt of the application, but the teacher cannot apply for the candidate to join at the same time as their entry form to take advantage of it.

Examination, Class Award, Presentation Class and Demonstration Class refunds

1. 50% of any examination, Class Award or Presentation Class fee will be refunded to the teacher if a candidate is unable to participate due to illness, and 90% if the teacher has to cancel the examination session due to illness.
2. Demonstration Class fees are non-refundable.
3. All requests for refunds must be accompanied by a valid doctor's certificate.
4. In the event that a tour is cancelled by the Academy due to for example the outbreak of war, threat of terrorism, epidemic of serious illness, sudden unavailability of the intended Examiner, fees will normally be refunded in full, unless a tour can be rescheduled within the following four months, in which case the fees will be retained and carried over. Any teacher unable to accommodate the revised examination dates may apply for a refund.
5. Refunds will not be given for any other reasons.

Returned cheques fee

1. Teachers whose cheque payments are returned by the bank will incur a fee of £20 (€30) each time a cheque has to be re-presented to the bank.
2. Teachers whose credit card payments are refused by the credit card company will incur a % handling fee equivalent to that charged by the credit card company.

Replacement or Duplicate Certificate fee

1. A charge of £10.00 (€15.00) or equivalent will be made to replace any Certificate which is incorrect due to mistakes on the registration form (GEF5) or entry form (GEF2)(VEF1A); or for a duplicate.

2. Duplicate certificates are no longer issued for results prior to September 2001. A charge of £10.00 (€15.00) or equivalent will be made to provide an extract from the Register of Examinations for results prior to that date.

Appeal fees, Results Enquiry Service fees and refunds

1. The fees for Appeals and Result Enquiries are under review, and will be published separately.

Late Entries and Surcharges

1. A 10% late surcharge will be applied to the gross fee for all entries received in the week and a 20% surcharge for entries received in the second week.
2. No entries can be accepted later than 2 weeks after the closing date.
3. Incomplete entry forms returned to teachers for completion and any changes to entries that are received after the closing date and up until the second week following the closing date, will incur a fixed surcharge of £20.00 (€30) per change.
4. Changes received 2 weeks after closing date, will only be considered in exceptional circumstances and will incur the fixed surcharge.

Conditions of entry for examinations, Class Awards and Presentation Classes and minimum fee level

1. Teachers must **normally** have a minimum of three hours of Graded examinations, Class Awards and Presentation Classes to qualify for a visit from an Examiner.
2. Teachers with less than the minimum number of hours have the choice:
 - 2.1 To arrange to join with another teacher in the same area , or
 - 2.2 To pay an additional charge on the total fee income from their examination, Class Award and Presentation Class entries to bring it up to the minimum fee levels quoted in the Table of Fees and hold it in their own studios (subject to 3.1 below).
3. This minimum fee surcharge (2.2 above) will **not** apply where there are stipulated conditions of entry relating to the holding of examinations:
 - 3.1 Teachers requesting a Graded examination service in a country where the Academy has no presence or where the area is considered to be sufficiently remote from other schools will need to check with their National Administrator or Branch Office what conditions of entry apply.
4. All examinations are subject to the Rules and Regulations contained in the Examination Board's Handbook for Teachers Graded Examinations and Presentation Classes, the Handbook for Teachers Vocational Graded Examinations, and the Specification for Pre-Primary in Dance and Primary in Dance.