

**GRADED EXAMINATION, CLASS AWARD, PRESENTATION CLASS and PRE-SCHOOL DEMONSTRATION CLASS FEES 2010**

**EU AND EUROPE**

**EXAMINATION**

	BENELUX & FRANCE	CYPRUS	GERMANY & AUSTRIA inc Mwst	GREECE	IRELAND	ITALY inc IVA	MALTA	PORTUGAL	SPAIN	DENMARK NORWAY & SWEDEN	SWITZERLAND	UK
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Fee per Candidate												
Primary / Primary in Dance	41	41	42	41	41	53	41	41	41	455	68	30
Grade 1	44	44	45	44	44	59	44	44	44	485	71	31
Grade 2	47	47	48	47	47	61	47	47	47	515	74	32
Grade 3	53	53	54	53	53	67	53	53	53	575	85	37
Grade 4	56	56	57	56	56	73	56	56	56	595	92	39
Grade 5	59	59	60	59	59	79	59	59	59	640	97	41
Grade 6	66	66	67	66	66	81	66	66	66	700	107	45
Grade 7	68	68	70	68	68	84	68	68	68	740	110	46
Grade 8 Award	71	71	73	71	71	88	71	71	71	885	115	48

**CLASS AWARD and PRESENTATION CLASS**

	BENELUX & FRANCE	CYPRUS	GERMANY & AUSTRIA inc Mwst	GREECE	IRELAND	ITALY inc IVA	MALTA	PORTUGAL	SPAIN	DENMARK NORWAY & SWEDEN	SWITZERLAND	UK
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Fee per Candidate												
Up to 4 Candidates per set												
Pre-Primary / Pre-Primary in Dance	31	31	31	31	31	39	31	31	31	345	50	21
Primary / Primary in Dance	33	33	33	33	33	43	33	33	33	410	53	22
Grade 1	35	35	35	35	35	48	35	35	35	440	57	23
Grade 2	36	36	36	36	36	50	36	36	36	450	63	24
Grade 3	38	38	38	38	38	52	38	38	38	500	68	25
Grade 4	40	40	41	40	40	54	40	40	40	550	74	27
Grade 5	42	42	43	42	42	55	42	42	42	560	79	28
Grade 6	43	43	44	43	43	57	43	43	43	620	85	29
Grade 7	46	46	47	46	46	59	46	46	46	655	90	30
Grade 8 Award	48	48	49	48	48	61	48	48	48	740	96	31

	BENELUX & FRANCE	CYPRUS	GERMANY & AUSTRIA inc Mwst	GREECE	IRELAND	ITALY inc IVA	MALTA	PORTUGAL	SPAIN	DENMARK NORWAY & SWEDEN	SWITZERLAND	UK
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Fee per Candidate												
Over 4 Candidates per set												
Pre-Primary / Pre-Primary in Dance	28	28	28	28	28	34	28	28	28	320	46	19
Primary / Primary in Dance	30	30	30	30	30	39	30	30	30	345	48	20
Grade 1	31	31	31	31	31	44	31	31	31	380	52	21
Grade 2	33	33	33	33	33	46	33	33	33	410	57	22
Grade 3	35	35	35	35	35	48	35	35	35	440	63	23
Grade 4	37	37	37	37	37	50	37	37	37	500	68	25
Grade 5	39	39	40	39	39	52	39	39	39	510	74	26
Grade 6	40	40	41	40	40	53	40	40	40	560	79	27
Grade 7	42	42	43	42	42	55	42	42	42	600	85	28

**DEMONSTRATION CLASS**

	BENELUX & FRANCE	CYPRUS	GERMANY & AUSTRIA inc Mwst	GREECE	IRELAND	ITALY inc IVA	MALTA	PORTUGAL	SPAIN	DENMARK NORWAY & SWEDEN	SWITZERLAND	UK
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Fee per child												
Pre School Level 1	14	14	15	14	14	15	14	14	14	235	23	9
Pre School Level 2	14	14	15	14	14	15	14	14	14	235	23	9

**EXAMINING DAY**

	BENELUX & FRANCE	CYPRUS	GERMANY & AUSTRIA inc Mwst	GREECE	IRELAND	ITALY inc IVA	MALTA	PORTUGAL	SPAIN	DENMARK NORWAY & SWEDEN	SWITZERLAND	UK
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Less than 3 hours												
Minimum fee level	1,152	1,152	1,134	1,152	1,152	1,250	1,152	1,152	1,152	10,760	1,580	684

**GRADED EXAMINATION, CLASS AWARD, PRESENTATION CLASS and PRE-SCHOOL DEMONSTRATION CLASS FEES 2010**

**ASIA PACIFIC**

	AUSTRALIA inc GST	CHINA	HONG KONG	INDONESIA	JAPAN	SOUTH KOREA	MACAO	MALAYSIA	NEW ZEALAND inc GST	PHILIPPINES	BRUNEI & SINGAPORE	SRI LANKA	TAIWAN	THAILAND inc VAT
	A\$	Rmb	HK\$	Rupiah	Yen	Won	Pataca	Ringitt	NZ\$	Peso	B\$ / S\$	Rupee	T\$	Baht
<b>EXAMINATIONS</b>														
Fee per Candidate														
Primary / Primary in Dance	59	375	420	370,000	10,400	63,700	325	106	59	2,675	80	3,800	1,380	1,500
Grade 1	65	410	460	385,000	11,150	69,400	360	116	66	2,775	83	3,950	1,745	1,900
Grade 2	75	455	540	401,000	12,150	74,900	450	128	79	3,875	87	4,050	1,900	2,000
Grade 3	82	490	590	416,000	13,150	86,400	480	144	90	3,375	102	4,150	2,055	2,220
Grade 4	89	525	645	432,000	14,150	92,600	515	153	99	3,575	111	4,300	2,225	2,320
Grade 5	93	560	750	447,000	14,650	98,100	550	170	108	3,775	120	4,400	2,375	2,530
Grade 6	99	575	830	463,000	15,150	110,400	565	180	115	4,175	129	4,500	2,430	2,630
Grade 7	105	595	860	483,000	15,650	116,600	580	185	118	4,275	130	4,600	2,490	2,730
Grade 8 Award	109	630	900	500,000	16,400	122,400	625	190	125	4,475	136	4,800	2,650	2,800
<b>CLASS AWARD and PRESENTATION CLASS</b>														
Fee per Candidate														
Up to 4 Candidates per set														
Pre-Primary / Pre-Primary in Dance	45	225	305	272,000	7,500	44,900	225	78	40	1,975	46	2,900	1,005	1,050
Primary / Primary in Dance	51	255	355	310,000	8,000	50,600	255	93	44	2,075	62	3,000	1,125	1,150
Grade 1	56	280	390	320,000	8,500	56,100	280	103	49	2,175	66	3,100	1,215	1,250
Grade 2	65	320	435	340,000	9,000	61,900	315	114	59	2,275	76	3,200	1,365	1,350
Grade 3	68	345	490	355,000	9,500	67,400	340	125	68	2,375	88	3,350	1,475	1,450
Grade 4	72	380	530	370,000	11,150	72,900	375	134	75	2,575	97	3,425	1,615	1,650
Grade 5	77	410	610	390,000	11,700	78,400	405	150	83	2,675	105	3,525	1,740	1,750
Grade 6	83	430	675	405,000	12,200	84,100	425	155	87	2,775	114	3,725	1,815	1,850
Grade 7	88	445	705	420,000	12,750	87,900	440	160	90	2,875	116	6,850	1,865	1,950
Grade 8 Award	93	460	735	440,000	13,250	95,400	455	165	96	2,975	118	3,950	1,940	2,050
Fee per Candidate														
Over 4 Candidates per set														
Pre-Primary / Pre-Primary in Dance	40	190	275	250,000	6,900	38,900	190	68	34	1,775	41	2,800	855	950
Primary / Primary in Dance	45	220	335	270,000	7,500	44,900	220	83	37	1,875	55	2,900	965	1,050
Grade 1	48	245	355	305,000	8,000	50,600	245	93	42	1,975	61	3,000	1,065	1,150
Grade 2	56	280	400	320,000	8,500	56,100	280	104	50	2,075	69	3,100	1,215	1,250
Grade 3	58	320	445	340,000	9,000	61,900	315	115	58	2,175	81	3,200	1,365	1,350
Grade 4	64	345	495	355,000	9,500	67,400	340	124	64	2,375	89	3,350	1,475	1,550
Grade 5	66	380	560	370,000	10,100	72,900	375	140	70	2,475	95	3,425	1,615	1,650
Grade 6	69	400	615	390,000	10,650	78,400	405	145	74	2,575	104	3,525	1,740	1,750
Grade 7	70	415	630	405,000	11,100	84,100	425	150	76	2,875	106	3,725	1,790	1,850
<b>DEMONSTRATION CLASS</b>														
Fee per child														
Pre School Level 1	20	90	130	160,000	2,850	17,200	75	35	15	800	26	1,100	550	600
Pre School Level 2	20	90	130	160,000	2,850	17,200	75	35	15	800	26	1,100	550	600
<b>EXAMINING DAY</b>														
Less than 3 hours														
Minimum fee level	1,720	8,580	10,320	8,404,000	245,000	1,514,000	8,120	2,560	1,700	66,200	1,764	86,400	34,900	37,280

**GRADED EXAMINATION, CLASS AWARD, PRESENTATION CLASS and PRE-SCHOOL DEMONSTRATION CLASS FEES 2010**

**CARIBBEAN  
AMERICAS  
MIDDLE EAST  
AFRICA**

	ANTIGUA & ST LUCIA	BARBADOS	JAMAICA	TRINIDAD & TOBAGO	BRASIL	CANADA	MEXICO	ALL OTHER CENTRAL & SOUTH AMERICA	BAHAMAS BERMUDA & USA	ISRAEL	UAE	SOUTH AFRICA inc VAT	MAURITIUS & ALL OTHER AFRICAN COUNTRIES	ZIMBABWE
	EC\$	B\$	J\$	TT\$	Reale	C\$	M\$	US\$	US\$	Shekel	Dirham	Rand	Rand	Rand
<b>EXAMINATIONS</b>														
Fee per Candidate														
Primary / Primary in Dance	104	79	2,640	241	112	54	390	50	57	248	197	331	292	320
Grade 1	119	90	2,940	273	117	58	425	52	61	258	202	355	312	343
Grade 2	136	101	3,290	305	123	60	465	55	65	266	212	373	328	360
Grade 3	151	116	3,740	352	144	65	510	66	69	315	248	421	371	407
Grade 4	162	122	3,915	367	154	70	535	71	73	336	264	446	392	430
Grade 5	177	133	4,310	404	159	73	560	73	77	356	274	470	414	454
Grade 6	199	149	4,800	451	180	79	600	80	81	392	310	513	451	495
Grade 7	204	154	4,940	467	186	82	635	82	85	403	315	518	456	501
Grade 8 Award	209	160	5,140	483	191	86	680	86	89	418	330	542	469	525
<b>CLASS AWARD and PRESENTATION CLASS</b>														
Fee per Candidate														
Up to 4 Candidates per set														
Pre-Primary / Pre-Primary in Dance	70	56	1,815	168	86	34	280	39	48	183	146	240	211	231
Primary / Primary in Dance	81	61	2,040	183	92	44	330	41	51	196	151	283	250	274
Grade 1	96	71	2,350	214	97	47	360	43	55	201	156	300	265	290
Grade 2	106	82	2,665	245	102	49	380	48	59	211	166	319	281	308
Grade 3	121	92	2,965	280	107	52	415	50	63	221	176	331	292	320
Grade 4	132	102	3,290	306	112	56	455	52	66	241	191	355	312	343
Grade 5	142	108	3,390	316	117	59	490	54	70	251	196	368	324	354
Grade 6	157	119	3,880	362	122	61	535	57	74	256	206	392	344	380
Grade 7	167	129	4,140	393	127	64	580	59	78	266	211	397	350	384
Grade 8 Award	183	140	4,640	418	132	69	610	61	82	276	216	416	366	402
Fee per Candidate														
Over 4 Candidates per set														
Pre-Primary / Pre-Primary in Dance	60	45	1,565	138	81	31	255	36	46	161	131	216	190	208
Primary / Primary in Dance	70	50	1,715	153	87	40	295	39	49	171	136	252	222	243
Grade 1	81	61	2,040	183	92	43	335	41	52	181	146	271	239	262
Grade 2	86	71	2,350	214	97	46	360	43	56	191	151	288	254	278
Grade 3	106	82	2,665	250	102	48	380	48	60	206	156	300	265	290
Grade 4	116	92	2,915	280	107	52	420	50	63	221	171	325	286	314
Grade 5	126	98	3,190	296	112	55	460	52	67	231	176	337	297	323
Grade 6	137	103	3,340	311	117	57	490	54	71	241	191	355	313	343
Grade 7	147	119	3,640	357	122	60	535	57	74	251	201	361	318	349
<b>DEMONSTRATION CLASS</b>														
Fee per child														
Pre School Level 1	35	29	1,100	71	39	20	205	17	18	75	60	97	85	78
Pre School Level 2	35	29	1,100	71	39	20	205	17	18	75	60	97	85	78
<b>EXAMINING DAY</b>														
Less than 3 hours														
Minimum fee level	2,540	1,948	63,760	5,900	3,120	1,204	9,260	1,196	1,376	5,772	4,584	7,744	6,820	7,476

VOCATIONAL GRADED EXAMINATION FEES - MEMBER RATES 2010

**EU AND EUROPE**

	<b>BENELUX &amp; FRANCE</b>	<b>CYPRUS</b>	<b>GERMANY &amp; AUSTRIA</b> inc Mwst	<b>GREECE</b>	<b>IRELAND</b>	<b>ITALY</b> inc IVA	<b>MALTA</b>	<b>PORTUGAL</b>	<b>SPAIN</b>	<b>DENMARK NORWAY &amp; SWEDEN</b>	<b>SWITZER- LAND</b>	<b>UK</b>
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Intermediate Foundation	98	98	102	98	98	130	98	98	98	940	175	75
Intermediate	109	109	113	109	109	135	109	109	109	1,000	180	77
Advanced Foundation	112	112	117	112	112	140	112	112	112	1,050	186	79
Advanced 1	115	115	120	115	115	145	115	115	115	1,100	197	81
Advanced 2	118	118	123	118	118	171	118	118	118	1,250	218	83
Solo Seal Award	139	139	145	139	139	207	139	139	139	1,360	240	100

**ASIA  
PACIFIC**

	<b>AUSTRALIA</b> inc GST	<b>CHINA</b>	<b>HONG KONG</b>	<b>INDONESIA</b> inc tax	<b>JAPAN</b>	<b>SOUTH KOREA</b>	<b>MACAO</b>	<b>MALAYSIA</b>	<b>NEW ZEALAND</b> inc GST	<b>PHILIP- PINES</b>	<b>BRUNEI &amp; SINGAPORE</b>	<b>SRI LANKA</b>	<b>TAIWAN</b>	<b>THAILAND</b> inc VAT
	A\$	Rmb	HK\$	Rupiah	Yen	Won	Pataca	M\$	NZ \$	Peso	B\$ / S\$	Rupee	T\$	Baht
Intermediate Foundation	150	835	935	952,000	20,700	130,650	840	400	171	5,380	173	6,625	4,170	3,650
Intermediate	160	935	970	978,000	25,875	148,900	940	485	182	5,610	202	7,750	4,250	3,700
Advanced Foundation	170	960	1,000	1,030,000	34,125	169,900	965	510	187	5,815	229	8,825	4,475	3,750
Advanced 1	175	990	1,035	1,060,000	36,125	190,400	995	535	193	5,920	246	9,900	4,575	4,050
Advanced 2	190	1,015	1,070	1,086,000	39,300	220,900	1,020	560	200	6,125	300	11,000	4,675	4,175
Solo Seal Award	245	1,195	1,300	1,560,000	43,400	251,900	1,200	640	278	6,460	723	13,050	5,200	4,650

**CARIBBEAN  
AMERICAS  
MIDDLE EAST  
AFRICA**

	<b>ANTIGUA &amp; ST LUCIA</b>	<b>BARBADOS</b>	<b>JAMAICA</b>	<b>TRINIDAD &amp; TOBAGO</b>	<b>BRASIL</b>	<b>CANADA</b>	<b>MEXICO</b>	<b>ALL OTHER CENTRAL &amp; SOUTH AMERICA</b>	<b>BAHAMAS BERMUDA &amp; USA</b>	<b>ISRAEL</b>	<b>UAE</b>	<b>SOUTH AFRICA</b> inc VAT	<b>MAURITIUS</b>	<b>ZIMBABWE</b>
	EC\$	B\$	J\$	TT\$	Reale	C\$	M\$	US\$	US\$	Shekel	Dirham	Rand	Rand	Rand
Intermediate Foundation	277	209	5,490	630	217	109	1,050	92	97	460	390	845	760	1,000
Intermediate	287	219	5,690	655	228	119	1,160	102	107	470	405	878	790	1,040
Advanced Foundation	302	231	5,890	680	243	130	1,220	112	117	485	430	944	850	1,120
Advanced 1	309	234	6,115	705	249	135	1,240	117	122	515	470	976	878	1,160
Advanced 2	319	246	6,320	730	270	145	1,290	122	132	540	450	1,008	907	1,200
Solo Seal Award	456	349	7,040	885	322	325	1,580	272	277	675	535	1,509	n/a	n/a

VOCATIONAL GRADED EXAMINATION FEES - FULL RATES 2010

**EU AND EUROPE**

	<b>BENELUX &amp; FRANCE</b>	<b>CYPRUS</b>	<b>GERMANY &amp; AUSTRIA inc Mwst</b>	<b>GREECE</b>	<b>IRELAND</b>	<b>ITALY inc IVA</b>	<b>MALTA</b>	<b>PORTUGAL</b>	<b>SPAIN</b>	<b>DENMARK NORWAY SWEDEN</b>	<b>SWITZERLAND</b>	<b>UK</b>
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Kroner	Swiss Franc	Sterling
Intermediate Foundation	98	98	102	98	98	130	98	98	98	940	175	75
Intermediate	109	109	113	109	109	135	109	109	109	1,000	180	77
Advanced Foundation	172	172	177	172	172	200	172	172	172	1,500	276	119
Advanced 1	175	175	180	175	175	205	175	175	175	1,620	286	121
Advanced 2	178	178	183	178	178	231	178	178	178	1,770	308	123
Solo Seal Award	199	199	205	199	199	267	199	199	199	1,870	330	140

**ASIA PACIFIC**

	<b>AUSTRALIA inc GST</b>	<b>CHINA</b>	<b>HONG KONG</b>	<b>INDONESIA inc tax</b>	<b>JAPAN</b>	<b>SOUTH KOREA</b>	<b>MACAO</b>	<b>MALAYSIA</b>	<b>NEW ZEALAND inc GST</b>	<b>PHILIPPINES</b>	<b>BRUNEI &amp; SINGAPORE</b>	<b>SRI LANKA</b>	<b>TAIWAN</b>	<b>THAILAND inc VAT</b>
	A\$	Rmb	HK\$	Rupiah	Yen	Won	Pataca	M\$	NZ \$	Peso	B\$ / S\$	Rupee	T\$	Baht
Intermediate Foundation	150	835	935	952,000	20,700	130,650	835	400	171	5,380	173	6,625	4,170	3,650
Intermediate	160	935	970	978,000	25,875	148,900	935	485	182	5,610	202	7,750	4,250	3,700
Advanced Foundation	283	1,515	1,580	1,707,000	42,880	245,900	1,515	790	187	9,440	340	16,975	6,720	6,505
Advanced 1	288	1,545	1,615	1,737,000	44,880	266,400	1,545	815	303	9,545	355	18,050	6,820	6,605
Advanced 2	303	1,570	1,650	1,763,000	48,030	296,900	1,570	840	310	9,750	409	19,150	6,920	6,710
Solo Seal Award	358	1,750	1,880	2,237,000	52,130	327,900	1,750	920	388	10,085	832	21,200	7,445	7,225

**CARIBBEAN AMERICAS MIDDLE EAST AFRICA**

	<b>ANTIGUA &amp; ST LUCIA</b>	<b>BARBADOS</b>	<b>JAMAICA</b>	<b>TRINIDAD &amp; TOBAGO</b>	<b>BRASIL</b>	<b>CANADA</b>	<b>MEXICO</b>	<b>ALL OTHER CENTRAL &amp; SOUTH AMERICA</b>	<b>BAHAMAS BERMUDA &amp; USA</b>	<b>ISRAEL</b>	<b>UAE</b>	<b>SOUTH AFRICA inc VAT</b>	<b>MAURITIUS</b>	<b>ZIMBABWE</b>
	EC\$	B\$	J\$	TT\$	Reale	C\$	M\$	US\$	US\$	Shekel	Dirham	Rand	Rand	Rand
Intermediate Foundation	277	209	5,490	630	217	109	1,050	92	97	460	390	845	760	1,000
Intermediate	287	219	5,690	655	228	119	1,160	102	107	470	405	878	790	1,040
Advanced Foundation	495	375	11,610	1,115	366	229	2,100	180	187	805	680	1,430	1,336	1,606
Advanced 1	500	380	11,835	1,140	372	234	2,120	185	192	835	690	1,462	1,364	1,646
Advanced 2	510	390	12,040	1,165	393	244	2,170	190	202	860	700	1,494	1,393	1,686
Solo Seal Award	650	490	12,760	1,320	445	424	2,460	340	347	995	785	1,995	n/a	n/a

## **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.