

2018 Examination Entry Fees, Changes to Entries and Relevant Dates

All prices are in Pounds Sterling (£)

<p>2018 Entry Fees</p> <p>These fees apply when candidates enter by the closing date of 30 November 2017</p>	<table border="1"> <thead> <tr> <th>Qualification</th> <th>Entry Fee per Examination</th> </tr> </thead> <tbody> <tr> <td>Level 2 Certificate entry fee</td> <td>£38</td> </tr> <tr> <td>Level 3 Certificate entry fee single paper</td> <td>£27</td> </tr> <tr> <td>Level 3 Diploma entry fee single paper</td> <td>£62</td> </tr> <tr> <td>Level 4 Certificate entry fee single paper</td> <td>£72</td> </tr> </tbody> </table>	Qualification	Entry Fee per Examination	Level 2 Certificate entry fee	£38	Level 3 Certificate entry fee single paper	£27	Level 3 Diploma entry fee single paper	£62	Level 4 Certificate entry fee single paper	£72		
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<p>Entry Fee Discount</p> <p>Where candidates enter four examinations towards the same qualification in March 2018, a discount of 15% of the total cost is available</p>	<table border="1"> <thead> <tr> <th>Qualification</th> <th>Fee for entering four examinations in March 2017</th> <th>Saving</th> </tr> </thead> <tbody> <tr> <td>Level 3 Certificate</td> <td>£92</td> <td>£16</td> </tr> <tr> <td>Level 3 Diploma</td> <td>£210</td> <td>£38</td> </tr> <tr> <td>Level 4 Certificate</td> <td>£245</td> <td>£43</td> </tr> </tbody> </table>	Qualification	Fee for entering four examinations in March 2017	Saving	Level 3 Certificate	£92	£16	Level 3 Diploma	£210	£38	Level 4 Certificate	£245	£43
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<p>Late Entry Fee</p> <p>Applied to entries received after 30 November and up to 14 January 2018.</p>	<p>£50 per candidate</p> <p>The late fee is added to the standard entry fees. Late entries will be accepted only where the IFE can accommodate the candidate at an appropriate examination centre. The last date for accepting late entries is 14 January 2018. Please note: <i>the late entry fee will be waived for candidates who took examinations in October 2017 and awaited results prior to entering.</i></p>												
<p>Refund of Entry Fees Available up to 14 January 2018.</p>	<p>Candidates who change their minds and wish to withdraw from examinations may ask for a full refund of their entry fee up until 14 January 2018. Please note: this is a final cut-off date and no refunds will be made after this date:</p>												
<p>Withdrawing from Examinations (15 January – 4 February 2018)</p>	<p>Please see the Special Consideration policy which sets out the limited situations in which a deferral arrangement may be possible and the supporting documentation which will be required by the IFE in order to progress the request. Where the request is approved, an administration fee of £14 will be charged for each examination paper deferred.</p>												
<p>Withdrawing from Examinations (5 February 2018 – 2 April 2018)</p>	<p>Please see the Special Consideration policy which sets out the limited situations in which a deferral arrangement may be possible and the supporting documentation which will be required by the IFE in order to progress the request. Where the request is approved, the following fees apply for each examination paper deferred: Level 2 Certificate and Level 3 Certificate papers - £17 per paper Level 3 Diploma and Level 4 Certificate papers - £22 per paper</p>												
<p>Amendment to Examination Entries</p>	<p>Candidates may amend their examination entry without further charge up to 14 January 2018. After 14 January 2018, the IFE will try to meet requests for changes to papers/venues. However, changes may not be possible at this stage and the IFE reserves the right to make an administration charge eg where additional postage charges are incurred.</p>												