



Examinations fees and payments policy

1 Purpose

- 1.1 This document specifies the policy and procedures used for the publication and payment of fees for RAD examinations.

2 Policy

- 2.1 Worldwide examination fees are reviewed each calendar year and are valid from 1 January¹.
- 2.2 The Fees Tables include the fee per candidate for each examination offered in both types of examination location², as well as fees for late entries, administrative surcharges, result enquiries, appeals, and Examination Feedback Seminars. They are published annually and are available from the RAD website.
- 2.3 The Fees Tables include a clear and detailed description of the main features and services provided in relation to fees listed for qualifications.
- 2.4 Examination fees are only published for countries where there is an established provision of services and where the scheduled examination session exceeds seven days. In countries where a session is less than seven days an applicant will normally be required to pay the full cost of providing those services.
- 2.5 Information on withdrawals and refunds is published in the Specifications, available on RAD websites.
- 2.6 Examination session dates are published in regional and national RAD publications and on RAD websites.

3 Procedures

- 3.1 Examination fees must be paid in full by the applicant at the time of entry. Entries cannot normally be accepted unless accompanied by the fee.
- 3.2 Fees must be paid by the applicant by single cheque, credit card, bank draft, bank transfer, cash payment or online payment at the time of entry, as available according to location and local rules.
- 3.3 Where applicants are using RAD Online Exam Entries, an invoice is downloadable from the system after the entry has been submitted where the 'invoice' option is available and selected.
- 3.4 In a number of locations, a receipt can be provided on request. Where applicants are using RAD Online Exam Entries, a receipt is downloadable from the system after the entry has been marked as 'paid'.
- 3.5 Where credit card payments are taken, the details must not be written down, sent by email or confirmed verbally by the recipient over the phone (NB. they can be confirmed verbally by the card-

¹ Except Canada (valid from 1 September)

² Approved Examination Centres (AECs) and RAD Approved Venues (RAVs)

owner). Telephone card payments are processed immediately as the details are dictated by the customer.

- 3.6 In certain cases, an RAD office may agree that an applicant may withhold a portion of the fees payable in order to pay local costs incurred on behalf of the RAD such as examiner accommodation or subsistence. Any such arrangements are made entirely at the discretion of the relevant RAD office and with the applicant's agreement, will be fully documented and all relevant accounts and paperwork maintained for auditing purposes.
- 3.7 Evidence of payments made separately from the application form, such as bank transfers or online payments, must be provided at the time of entry. Scanned evidence of bank transfers or online payments is acceptable.
- 3.8 Where payment is in cash this must be made in person to the appropriate finance office and must not be sent by post.
- 3.9 Records of worldwide examinations fees charged are kept according to the RAD's Information Management Policy.
- 3.10 An auditable trail of transactions can be provided on request from Finance departments in the relevant office. Contact details are published in *Focus on Exams* and on RAD websites.

4 Responsibilities

- 4.1 The Board of Trustees, through the Finance sub-Committee and as part of the annual budgeting process, is responsible for approving fees chargeable for examinations and associated services.
- 4.2 The Director of Finance and Operations is responsible for determining financial processes and systems.
- 4.3 The Director of Examinations is responsible for signing off the Examinations Board qualifications fees and payments policy.
- 4.4 The Examinations Business Compliance Manager is responsible for the management, development and review of the policy.

5 Monitoring and review

- 5.1 The Examinations Board qualifications fees and payments policy is monitored on a regular basis by the Examinations Strategy and Operations Committee.
- 5.2 The policy is reviewed on an annual basis and is signed off by the Director of Examinations.

Policy Adopted: April 2019
Policy Review Date: November 2019

Circulation list:

- National Directors, National and Regional Managers, and Representative Offices
- RAD websites
- SQA accreditation



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