

Qualification 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 Board qualifications.

2 Policy

- 2.1 The RAD Examinations Board's 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 The RAD Examinations Board only publishes examination fees for countries where there is an established provision of examination 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 the RAD publication *Focus on Members*, regional and national 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 be accepted unless accompanied by the fee; therefore, invoices and requests for payment are not usually applicable.
- 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. In a number of locations, credit card payments are preferred, a receipt can be provided on request.
- 3.3 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, must be fully documented and all relevant accounts and paperwork maintained for auditing purposes.

¹ Except Canada (valid from 1 September)

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

- 3.4 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.
- 3.5 Where payment is in cash this must be made in person to the appropriate finance office and must not be sent by post.
- 3.6 Records of worldwide examinations fees charged are kept according to the RAD's Information Management Policy.
- 3.7 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 and Customer Service 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: May 2018

Policy Review Date: April 2019

Circulation list:

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



Dr Andrew McBirnie
Director of Examinations