



GUIDE TO COLLEGES

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NB: IT IS ESSENTIAL THAT CENTRES HOLD A CURRENT ACCREDITATION WITH IAB BEFORE STUDENTS ARE ENTERED FOR ANY IAB EXAMINATIONS OR REGISTERED FOR ANY IAB QUALIFICATIONS

1. STUDENT MEMBERSHIP

Candidates studying for all IAB qualifications will automatically become IAB students for a period of one year when they first register for the qualification and pay the relevant Registration or Examination Entry Fee. The membership period will commence from the first day of the month in which the registration and fee are received. Student membership will re-commence for a new 12-month period each time that a student registers for a further qualification or enters for a further examination. This will supersede the previous membership period.

2. REGISTRATIONS & EXAMINATION ENTRIES

Registrations and Examination entries must be submitted on the correct official IAB forms and must be accompanied by the relevant fees or by a valid Purchase Order Number (see below). Registration forms, Examination Entry forms, Examination Entry Spreadsheets, Examination Timetables, and Fees Lists, can be downloaded from the IAB website at www.iab.org.uk or are available on request from IAB Head Office.

Other than in exceptional circumstances, and with prior agreement from IAB, centres are required to submit bulk examination entries on the spreadsheet available from the website. Distance learning and home study students should submit examination entries directly to IAB using the relevant Examination Entry Form available from the website. All student registrations/examination entries must include a Unique Learner Number (ULN) for each student. IAB reserves the right to refuse any registration/examination entry which is not accompanied by a ULN.

Invoices will be issued to centres for Registration Fees and Examination Entry Fees on receipt by IAB of a valid Purchase Order.

Invoices will not be issued to individual students.

Where students are applying to enter qualifications above Level 1, it will be the responsibility of the student and the tutor to ensure that the student has the appropriate underpinning knowledge of the levels below that for which they are studying.

N.B. Acknowledgements of examination entries will not be sent until after the closing date as shown on the examination timetable.