

## Registration of Students

Please note the introduction of qualifications using methods of assessment including knowledge tests, assignments and projects requires centres to register their students within 4 weeks of the commencement of the course. The advantage to students is that they automatically become student members of the IAB and will have access to the benefits and restricted area of the IAB website. Once registered for a qualification the IAB will allow 28 days' for the college/student to withdraw from the course whereby a 50% refund will be arranged providing that this date does not go beyond the official closing date for main examination sittings of either 30<sup>th</sup> April or 31<sup>st</sup> October. Once the 28 day period has passed no refund will be permitted.

## Total Fees

The fees below include full IAB student membership for 12 months, copies of centre based knowledge tests, assignments, projects and examinations. Centres should mark their own students' knowledge tests, assignments and projects and the IAB will provide marking schemes and model answers for all such assessments on request to [education@iab.org.uk](mailto:education@iab.org.uk). We shall ask for a 20% sample for moderation. Other than re-sits the fees represent the total cost of obtaining the qualification.

## External Students

Details of official IAB external examination centres are available on our website:

[http://www.iab.org.uk/qual\\_examcentres.asp](http://www.iab.org.uk/qual_examcentres.asp)

Students sitting examinations at a college/exam centre other than an official IAB external exam centre, where they are not a registered student should ensure they have the college's permission to use their centre. Centres may reserve the right to charge an additional fee for the use of their facilities over and above the IAB fees.

If any of the IAB official examination centres are not suitable you can contact a Pitman Training centre in your area, who may be able to host the examination on your behalf. Charges for the use of the Pitman centre should be agreed between the centre and the student and paid directly to them. When using a Pitman Training centre for the examination you should not pay the external examination centre element to the IAB.

## Level 1

IAB I/D	Qualification	Registration	Total Fee if studying at a College or with Distance Learning Provider	Fee if not studying with college /distance learner (Total Home study)	Plus External Fee (if sitting at IAB external exam centre)
150	Level 1 Award in Bookkeeping 500/9006/9	Within 4 weeks of start of course	£55 (+ £15 per additional level 2 unit)	£85 (+ £30 per additional level 2 unit)	£35 – 1 exam
160	Level 1 Award in Manual Bookkeeping 500/9406/3	Within 4 weeks of start of course	£50 (+ £15 per additional level 2 unit)	£65 (+ £30 per additional level 2 unit)	£35 – 1 exam
170	Level 1 Award in Computerised Bookkeeping 500/9405/1	By examination deadline	£45 (£15 per additional level 2 unit)	£45 (+ £30 per additional level 2 unit)	£35 – 1 exam
180	Level 1 Award in Computerised Accounting for Business 500/9404/X	Within 4 weeks of start of course	£150 (with Sage resources) £120 (without Sage resources) (+ £15 per additional level 2 unit)	£180 (with Sage resources) £150 (without Sage resources) (+ £30 per additional level 2 unit)	No Exam
190	Level 1 Award in Payroll 500/9182/7	Within 4 weeks of start of course	£55 (+ £60 for additional level 2 units)	£70 (+ £75 for additional level 2 units)	£35 – 1 exam (+ £35 for additional level 2 units)

**Level 2**

<b>IAB I/D</b>	<b>Qualification</b>	<b>Registration</b>	<b>Total Fee if studying at a College or with Distance Learning Provider</b>	<b>Fee if not studying with college /distance learner (Total Home study)</b>	<b>Plus External Fee (if sitting at IAB external exam centre)</b>
<b>200</b>	Level 2 Certificate in Bookkeeping 500/9053/7	Within 4 weeks of start of course	£85	£160	£35 – 1 exam
<b>290</b>	<b>Apprenticeship</b> Level 2 Certificate in Bookkeeping 500/9053/7	Within 4 weeks of start of course	£135	N/A	£70 – 2 exams
<b>210</b>	Level 2 Award in Manual Bookkeeping 500/9259/5	Within 4 weeks of start of course	£65	£125	£35 – 1 exam
<b>220</b>	Level 2 Award in Computerised Bookkeeping 500/9261/3	By examination deadline	£50	£50	£35 – 1 exam
<b>230</b>	Level 2 Certificate in Applied Bookkeeping 500/9262/5	Within 4 weeks of start of course	£100	£160	£70 – 2 exams
<b>240</b>	Level 2 Certificate in Computerised Accounting for business 500/9621/7	Within 4 weeks of start of course	£190 (with Sage resources) £150 (without Sage resources)	£220 (with Sage resources) £180 (without Sage resources)	No Exam
<b>250</b>	Level 2 Certificate in Payroll 500/9263/7	Within 4 weeks of start of course	£110	£185	£70 – 2 exams
<b>295</b>	<b>Apprenticeship</b> Level 2 Certificate in Payroll 500/9263/7	Within 4 weeks of start of course	£140	N/A	£70 – 2 exams
<b>260</b>	Level 2 Award in Practical Payroll 500/9346/0	Within 4 weeks of start of course	£65	£95	£35 – 1 exam
<b>270</b>	Level 2 Award in Computerised Payroll 500/9344/7	Within 4 weeks of start of course	£60	£75	£35 – 1 exam
<b>280</b>	Level 2 Award in Applied Payroll 500/9345/9	Within 4 weeks of start of course	£100	£145	£70 – 2 exams

### Level 3

<b>IAB I/D</b>	<b>Qualification</b>	<b>Registration</b>	<b>Total Fee if studying at a College or with Distance Learning Provider</b>	<b>Fee if not studying with college /distance learner (Total Home study)</b>	<b>Plus External Fee</b> (if sitting at IAB external exam centre)
<b>300</b>	Level 3 Certificate in Bookkeeping 500/8479/3	Within 4 weeks of start of course	£100	£190	£70 – 2 exams
<b>390</b>	<b>Apprenticeship</b> Level 3 Certificate in Bookkeeping 500/8479/3	Within 4 weeks of start of course	£150	N/A	£105 – 3 exams
<b>320</b>	Level 3 Certificate in Manual Bookkeeping 500/9260/1	Within 4 weeks of start of course	£75	£105	£70 – 2 exams
<b>330</b>	Level 3 Award in Computerised Bookkeeping 500/9407/5	By examination deadline	£50	£50	£35 – 1 exam
<b>340</b>	Level 3 Certificate in Applied Bookkeeping 500/9276/5	Within 4 weeks of start of course	£110	£140	£105 – 3 exams
<b>350</b>	Level 3 Certificate in Computerised Accounting for Business 500/9622/9	Within 4 weeks of start of course	£230 (with Sage resources) £180 (without Sage resources)	£260 (with Sage resources) £210 (without Sage resources)	No Exam
<b>360</b>	Level 3 Certificate in Payroll 500/9358/7	Within 4 weeks of start of course	£115	£175	£70 – 2 exams
<b>395</b>	<b>Apprenticeship</b> Level 3 Certificate in Payroll 500/9358/7	Within 4 weeks of start of course	£115	N/A	£70 – 2 exams
<b>380</b>	Level 3 Award in Computerised Payroll 500/9359/9	By examination deadline	£50	£50	£35 – 1 exam

#### Re-sits

Students who fail **one** unit in an examination containing 4 or more units will be allowed to re-sit the failed unit as an assignment under open book conditions. The paper should be requested from the IAB and marked by the tutor. The marked assignment should be returned to the IAB for moderation. On successful completion of the assignment the student will be awarded the full qualification. The fee for a re-sit assignment is £15 per assignment.

Students who fail two or more units in an examination containing 4 or more units will be expected to re-sit the complete exam paper either as an on-demand exam or at the next examination session. The fee for the re-sit is £30 per exam plus external examination fee if necessary.

**Duplicate Certificate Fee** - £15 per document