

Approved by: Principal

Person responsible: Deputy Principal/Director of Exams

Review Cycle: Annually

Last approved: February 2024

Due for review: February 2025

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# EXAM ENTRY FEE POLICY

# Full-time students, aged 16-19

* 1. All procedures and requirements of the funding bodies will be adhered to. Specifically, one entry fee will be paid for by the College in each subject/course for which a funded student is enrolled.
	2. Costs of re-sits will usually be borne by the student.
* Exceptions to this may be made if the re-sit is the result of an unavoidable absence, e.g. hospitalisation, illness. In such cases evidence should be provided. Decisions will be at the discretion of the Deputy Principal.
* Fees for re-sits will be aligned to the fees of the exam board.
* From time to time the costs of re-sits may be borne by the College for reasons not stated above. This can only be done with the approval of the Deputy Principal.
* Refunds may be available if a student withdraws from a re-sit entry in advance of any deadlines imposed by the examining body or the College.
	1. Students will be liable for the costs of entry to any University Entrance Exams administered by the Admissions Testing Service or directly by the University.
	2. Students may be able to claim financial assistance to assist with the costs of any entries for which they are liable.