



How to Submit Student Membership Applications and Enter Students for ACP Examinations

UK Training & Examination Centres

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Dear Examinations Officer...

Please assist us in processing your membership applications, subscription renewals and examination entries by following the procedures below.

Registering new Student Members with ACP...

At the beginning of the Course or NO LATER THAN THREE MONTHS before the examination date, please ask each Student to complete an *Application for Membership* form. It is important that the Student undertakes this task as they should enter their name in exactly the form that they wish it to appear on their Certificate.

If submitted late, the date on which the membership is set to commence may be back-dated by a maximum of three months, depending on when the Student is due to sit examinations. The form may be downloaded from ACP's website.

You should collect...

the completed form as well as the *Registration Fee* plus *Annual Subscription* for the first year's membership from each Student and, once you have gathered forms and fees from everyone, you should submit a single cheque drawn on the bank account of the training centre for the FULL amount due. Forms and fees should come to us in one envelope. Any omission may result in the application being returned to you unprocessed.

From 1st March 2008, as shown in the '*Fees List*' published in August 2007, any application submitted either late, or on an individual basis, whether by the Student or by the training centre, will incur an additional £10.00 administrative fee.

Please note that, under normal circumstances, we DO NOT accept payment by cheque from individuals or Students. Payment is only acceptable in the form of either a college cheque or postal order available from any Post Office counter.

Overseas Students Applying for a Visa...

We cannot register an individual as a Student Member without payment of the usual fees. If a Student needs to register with ACP before their arrival in this country, you may follow either one of the following procedures:

Either:

- Instruct the prospective Student overseas to download and print an *ACP Application for Membership Form* from ACP's website and
- return it to ACP with their *Registration Fee* and first year's *Annual Membership Subscription* shown in ACP's current *Fees List* – noting that the ONLY acceptable form of payment will be a £Sterling bank draft. Please note that the higher fee shown (£52.00 for the year 2008/9) will apply as all applications submitted either by individual students or within 12 weeks of their first entry to examinations incur a booking fee.

Or:

- Complete the *Application for Membership Form* on behalf of each Student and
- return it to ACP with their *Registration Fee* and first year's *Annual Membership Subscription* shown in ACP's current *Fees List*. Please note that unless you submit three or more applications together, and at least 12 weeks before the Student's proposed entry to examinations, the higher fee shown (£52.00 for the year 2008/9) will apply (*continued overleaf*)....

- Where a large number of applicants are being registered, ACP will accept a TYPED list of prospective Students' names in place of individual forms but the names must be provided to ACP exactly as they wish their name to appear on a Certificate. If you are submitting *Registration* and *Membership Fees* for at least THREE prospective Students, no booking fee will apply and the lower *Student Group Fee* will apply for EACH person (£42.00 for the year 2008/9)

ACP does NOT issue receipts...

Therefore, if you wish to ensure safe receipt by ACP, please send your envelope by a method that requires a signature on delivery.

Membership must be fully paid up...

at the time of entry to examinations. If a Candidate's membership expires during the examination week, we do not expect him/her to renew their membership to cover the 8-12 week period during which their results are being processed. The only exception to this will be if a Student intends to continue his/her studies beyond the examinations, in which case their membership should not be allowed to lapse and you should follow the procedure below to renew it for a further year.

ACP will respond to receipt of your *Student Membership Applications*...

by providing each Student with a *Letter of Acceptance* as well as a *Student Membership Card*. These are sent to you at the training centre for distribution to Students. The letter will show the Student's unique ACP Membership Number (*sometimes referred to as a Candidate Number*) and this should be quoted in all future communications with ACP relating to that particular Student. The Student should check his/her name as it appears on the letter and you should advise ACP by e-mail or letter of any errors that have occurred though a Student's illegible handwriting on their application form.

Any request for a subsequent alternation to an award...

(*i.e. Certificate, Diploma or Advanced Diploma*) or results letter, after it has been printed will incur a charge as stated in ACP's letter accepting a Student for membership.

You should keep your own record...

of Students' names and their ACP membership numbers as you will need this information in order to complete ACP's '*Examination Entry Form*'. Without this information, ACP will not accept the form.

As a general rule, a facsimile copy of your new Students' cards will be e-mailed to you at the time of printing.

Renewing the expired membership of an existing Student Member...

A Student's membership automatically expires 12 months after they register. No later than 1 week after the expiry of a Student's membership, you should complete a *Student Membership Renewal* form on behalf of each individual and collect their *Annual Subscription Fee* as shown in the current ACP Fees List.

The *Registration Fee* is only paid when a new Student joins ACP or when an existing Student Member transfers to another training centre.

It is the responsibility of the ACP Examinations Secretary/Liaison Officer to...

- supervise the completion of *Application for Membership* and/or *Student Membership Renewal* forms and gather them together
- collect fees from individual Students and
- submit a single package containing forms and fees for all new and/or renewing Student Members
- ensure that the above are received by ACP at least 12 weeks prior to the examinations.

A Sponsor wishing to pay fees on behalf of a Student should download a copy of the *Sponsor Fee Payment Slip* which should accompany the *Application for Membership Form*.

Any Student or Sponsor submitting membership and/or examination fees direct to ACP will be charged an administrative fee. This is shown on the *Sponsor Fee Payment Slip*.

Entering Student Members for an ACP Examination...

At least SIX WEEKS before the examination date, please make sure that you have completed and sent us the *ACP Examination Entry Form*, accompanied by *Examination Fees* as listed in the current *ACP Fees List*.

Once the preceding examination session has closed, you will find the new *Examination Entry Forms* on our website.

It is important that the *Examination Entry Form* is properly filled in so please do contact our Examinations Office, by telephone, if you need any assistance with its completion.

Once booked, the Examination Fee cannot be transferred or refunded...

To assist centres in ensuring that they only book the subjects that the Student intends to sit and pay for, ACP will, on request, provide a *Student Examination Booking Form*, customised with the training centre's own details. Please e-mail us with your request. Alternatively, the form may be downloaded from our website for internal customisation.

These forms are provided solely for the Centre's own internal use. They are NOT intended to replace the *Examination Entry Form* onto which all information gathered from individual Students must be transferred as a single stand-alone document.

ACP does not accept direct communications from Students...

as by-passing your role as Examinations Secretary can cause confusion, errors and even a Candidate's accidental exclusion from an examination.

In return for your role as ACP liaison, we guarantee that we will never release examination results to your Students.

This provides you with the ultimate assurance that any fees owing to your college can be recovered by the withholding of results to any Student who owes tuition fees.

The exception to this will be when a period of 1-year has expired since the Student's last entry to examinations. You should, therefore, ensure that we are aware of any debtors.

Entry to ACP examinations...

All entries for examination MUST be made through the centre at which the Student is studying.

You will require the ACP Student membership number to enter your Students for an ACP examination.

A Candidate will not be accepted by ACP for entry to an examination unless his/her Student membership number is shown on the '*Examination Entry Form*'.

It is your responsibility to:

- identify the Students who wish to enter an ACP examination(s)
- collect fees from individual Students
- submit a single payment to ACP, in the form of a college cheque or £ Sterling bank draft, to cover the TOTAL fees due for ALL entrants (including *Late Entry Fees* if applicable – see page 4).

If a college's cheque is not honoured by the bank...

a minimum charge of £50.00 plus £20.00 per second and subsequent Student will be added to the original cheque total. Examination scripts will not be marked until settlement in cash has been received of the fees due plus any costs incurred by the Association. This will include late entry/payment fees and unauthorised entry fees for each and every Candidate covered by the dishonoured cheque.

ACP reserves the right to withhold results for any other session, irrespective of whether affected Candidates' fees have been paid. ACP's contract is with the Centre, not the Student.

Completion of the 'Examination Entry Form'...

The '*Examination Entry Form*' must show the following information:

- The name of your training centre
- Your college's Centre Number (this is the unique number allocated to centre on joining ACP)
- ACP Membership/Candidate Number for each of the Students intending to sit the examination
- Each Candidate's name
- The examination subject(s) that each Candidate wishes to enter (shown by placing a ✓ in relevant boxes on the form)
- The fee(s) due in respect of each Candidate
- Late entry fees due (where applicable – see below)
- The total fees due to ACP from all Candidates entered on this occasion

Deadline for Examination Entry...

ACP requires a minimum of 6 weeks' notice of a Centre's intention to enter Candidates for examination. Notice is deemed to have been given to ACP through our receipt of an *Examination Entry Form*, accompanied by full *Examination Fees* due from the Candidates listed on the form and *Late Entry Fees* where the 6-week deadline is missed.

We do not accept examination entry forms by fax, e-mail or any means that does not include payment of examination fees.

ACP's *Examinations Calendar* indicates the date by which ACP must have **received** the entry, regardless of when it was posted.

Any form and/or fee received after this 6 week deadline is classified as a '*Late Entry*'.

A Late Entry Fee...

The additional administrative costs involved in separately printing and despatching question papers, exclusively to a single centre, are covered by applying a surcharge. This is called a *Late Entry Fee* and it is applied to each and every question paper supplied outside the standard timeframe (*i.e.* paid in addition to the *Examination Entry Fee* for EACH subject entered, for EACH Candidate).

Where possible, ACP will make every effort to despatch examination question papers to a Centre submitting *Late Entries* if they include *Late Entry Fees* with their entry form.

Payment of *Late Entry Fees* is non-negotiable...

Please do not embarrass ACP staff by requesting the waiving of *Late Entry Fees*. It is a training centre's responsibility to meet the deadline and when aware of limited time, centres should utilise the services of a courier rather than allow the deadline to expire.

If you do not wish to incur *Late Entry Fees* for your Students, please DO NOT enter them for examination until the subsequent session.

What to do if a Student is ill on the day of the examination...

If a Candidate is unable to attend an examination through illness/childbirth, a Doctor's letter should be provided, stating that he/she was medically unfit to sit the paper.

On receipt of such evidence, the Association will transfer the Student to the NEXT examination session. The Student will not be required to pay the examination fee again although a *Medical Transfer Fee* will be payable (see current *Fees List*).

The Student must take the exam on the next available date as fees may not be transferred beyond 18 weeks.

If the Student omits to provide either the Doctor's letter or the *Medical Transfer Fee*, ACP is under no obligation to transfer the Student.

You are not allowed under any circumstances to alter the date on which your Students sit an examination.

Further information

If you remain unclear about any aspect of submitting membership applications or entering Students for examination, please call us and we shall be happy to assist you. Please be advised that any incomplete submission of either forms or fees will result in the documentation being returned to you unprocessed.