

Registration & Membership Fees

Student Group *{each}*
 1st Year's Registration/Subscription £55.00
(Where applications are submitted by the overseas training centre as part of a group, no later than 12 weeks prior to the Student's entry to examinations and only where the group is paid for by a SINGLE cheque)

Student Individual or Late *{each}*
 1st Year's Registration/Subscription £65.00
(Where submitted/paid as an individual application or submitted after the 12 week pre-examination deadline)

Student Annual Renewal *{each}* £40.00

Practitioner
 1st Year's Subscription £44.00
 Annual Renewal £25.00

Licentiate
 1st Year's Subscription £50.00
 Annual Renewal £29.00

Graduate
 1st Year's Subscription £50.00
 Annual Renewal £29.00

Associate
 1st Year's Subscription £60.00
 Annual Renewal £35.00

Member
 1st Year's Subscription £60.00
 Annual Renewal £35.00

Please note that ACP does not accept personal cheques from Student Members or their Sponsors. All fees paid by or on behalf of students studying overseas must be submitted either as a £ Sterling bank draft or a UK postal order (obtainable from any UK Post Office Counter).

ACP does not issue receipts to Students and cannot enter into any form of communication with Students or their Sponsors confirming receipt of fees. An acknowledgement of membership and examination fees will be communicated to training centres by e-mail within 14 days of receipt and all enquiries must be directed to the centre.

Exemption Fees

Standard Exemption Fee *{per level}*
for members with qualification(s) shown on ACP's 'Standard Exemptions List' this fee is payable for the application. £60.00

Non-Standard Exemption Fee *{per subject}*
for members with qualification(s) not shown on ACP's 'Standard Exemptions List', this fee is payable for each ACP examination subject from which exemption is sought {including project(s)/coursework} £30.00

Single-Subject Certificates

For each examination at any level £45.00

Multi-Subject Certificates & Diplomas

Please contact the training centre for details of fees payable {from} £130.00

Centres please note that a minimum of 10 candidates applies per session for entry to Single or Multi-Subject Examinations.

Miscellaneous Fees

{please refer to ACP's 'Centre Notes' Booklet}
Late Entry Fee *{per Candidate}*
for entry to one or more examinations after the 6-week closing date £45.00

Re-Mark Fee *for the re-mark of a Candidate's examination script or project at the request of the Student/Centre* £90.00

Results Reprint Fee *{per level}*
for correction and/or reprinting of a Candidate's result transcript and/or award £50.00

Bulk Results Reprint *for reprinting Candidates' results to incorporate late receipt of Project or Coursework marks* £65.00

Replacement Membership Card £10.00

ASSOCIATION OF COMPUTER PROFESSIONALS



Overseas Fees List 2012/13

© ACP Issued July 2011
 Effective 1st March 2012 to 28th February 2013

Chilverbridge House, Arlington, East Sussex,
 BN26 6SB, England, United Kingdom.

e-mail: admin@acpexamboard.com
 Website: www.acpexamboard.com

Entry to ACP's Professional Examinations

CENTRES PLEASE NOTE: The following fees are based on a centre entering a minimum of 20 examination subjects per level, per session {for example, 5 candidates each entering 4 Certificate subjects} A centre may enter less than 20 examination subjects on payment of the balance of fees that make up the required minimum. Otherwise, entry should be postponed to a later date when a larger group may be entered. The 6-week deadline for entry to examinations must be strictly adhered to or Late Entry Fees paid on entry. An Unauthorised Entry Fee of £50.00 will additionally be charged per level in respect of any Candidate with an outstanding balance 14 working days before he/she sits an examination.

Certificate in Information Technology & Programming

Comprising the following subjects:

- Information Technology Fundamentals
- Computer Applications & Operations
- Applied Programming
- Programming Project

First Entry to Certificate Examinations

Candidates pay a single fee for their first entry to all of the above examination components. This is referred to as their '**First-sitting Fee**'.

- **Certificate First-Sitting Fee £140.00**
{all 4 components including Project}

Re-Entry to Failed Examination Subjects

Thereafter, any failed component(s) may be re-entered at a future examination session on payment of the 'Re-Sit Fee' identified below – per subject retaken:

- **Certificate Re-Sit Fee £35.00**
- **Re-submission of Project £35.00**

Diploma in Information Systems Analysis & Design

Comprising the following subjects:

- Systems Analysis & Design
- Software Engineering
- Business Information Systems
- Diploma Assignments

First Entry to Diploma Examinations

Candidates pay a single fee for their first entry to all of the above examination components. This is referred to as their '**First-sitting Fee**'.

- **Diploma First-Sitting Fee £156.00**
{all 4 components including Assignments}

Re-Entry to Failed Examination Subjects

Thereafter, any failed component(s) may be re-entered at a future examination session on payment of the 'Re-Sit Fee' identified below – per subject retaken:

- **Diploma Re-Sit Fee £39.00**
- **Re-submission of Coursework £39.00**

Advanced Diploma in Computer Science

Comprising the following subjects:

- Info. Systems Principles & Networking
- Info. Systems Analysis & Design
- Information Systems Management
- Advanced Diploma Project Work

First Entry to Advanced Diploma Exams

Candidates pay a single fee for their first entry to all of the above examination components. This is referred to as their '**First-sitting Fee**'.

- **Advanced Diploma First-Sitting Fee £233.00**
{all 6 components including Projects}

Re-Entry to Failed Examination Subjects

Thereafter, any failed component(s) may be re-entered at a future examination session on payment of the 'Re-Sit Fee' identified below – per subject re-taken:

- **ISPN, ISAD or ISMg Re-Sit £43.00**
- **Re-submission of a Project £52.00**

IMPORTANT, PLEASE NOTE: All fees are payable in advance and are non-refundable and non-transferable to another student, subject or date. Students become liable for examination fees on booking, even if they do not subsequently sit the examination. Students should take local public holidays into account before entering examinations. Should a candidate be unable to attend an examination through illness, they will only be permitted to transfer their examination fees to the next available date on presentation of a Doctor's certificate relating to the period of absence. An administrative charge of £50.00 per absent candidate should accompany the Doctor's Certificate, on receipt of which a Credit will be raised on the student's account. ACP does not accept part-payment of fees or allow payment in instalments. The First-Sitting Fee is payable in FULL when entering examinations for the first time at a given level. A Student's Registration Fee and 1st year's Annual Subscription (see overleaf) are payable in advance of entry to their first examination and, thereafter, a Candidate may only sit an examination if his/her membership is current. Membership and Examination Fees are payable a minimum of 6 weeks in advance of the examination(s) to be taken. A non-discretionary 'Late Entry Fee' of £45.00 per level entered per Candidate will automatically be applied to any Membership/Examination Entry received after the entry deadline shown on ACP's Examinations Calendar. This will apply to any outstanding part-paid fees including Membership which falls due during/before the examination week.. Those unwilling to pay a 'Late Entry Fee' should postpone their entry to a subsequent examination date. The First-Sitting Fee entitles a student to sit each of the three written examination papers at the chosen level, on one occasion and only on the specific date booked. It further allows the recording of a Student's overall performance in their Project(s) and/or Coursework (as applicable). Students are advised to note, however, that strict parameters exist with regard to Project and/or Coursework submission dates to allow for moderation and inclusion with results. Training centres who fail to meet the 4-week post-examination deadline will be charged, and may pass onto Students, a maximum penalty of £65.00 per level, per session for late Project(s) and/or Coursework. The submission of a second Project or Coursework mark attracts a second fee.