



BTEC registration fees, timelines and refunds

The BTEC registration fee is a once-only payment. The programme for which the learner registers and the type of registration determine the fee due.

Late registration fees

For programmes following the academic year cycle, late registration fees will be charged according to the dates below:

Registrations received between 2 November 2017 and 23 December 2017 will be charged at 1.05 x fee (BTEC Higher Nationals and BTEC Foundation Diploma in Art & Design will be charged from 16 November 2017).

Registrations received between 24 December 2017 and 31 January 2018 will be charged at 1.1 x fee.

Registrations received on or after 1 February 2018 will be charged at 1.25 x fee.

Please refer to the BTEC section of the Information Manual at www.qualifications.pearson.com for further information.

For programmes that do not follow the academic year (i.e. programmes where learners have enrolled between November and August), or for any programmes of less than one academic year in length, late registration fees will be charged four weeks after enrolment at 1.25 x fee.

Pearson reserves the right to make additional quality assurance visits (at the customer's cost), if the volume of late registrations is abnormally high.

Invoices

Registrations may be submitted through Edexcel Online or by EDI, JCQ or EDIFACT format. When making your registrations by Edexcel Online or EDIFACT EDI, you can supply an order number of up to 12 characters. This order number will be printed on the

invoice to help you to reconcile the invoice with the registrations made. Please notice that once an invoice has been produced you will no longer be able to add an order number. Pearson reserves the right to withhold certification if fees are outstanding at the time of despatch.

Fees due

The standard fees payable to Pearson for learners registering from 1 August 2017 are contained in this document. Note: a learner cannot achieve more than one qualification per registration, unless registered on an approved Apprenticeships programme made up of two or more qualifications.

Refunds of BTEC registration fees

Programmes that follow the academic year

The registration fee for a BTEC learner, following an academic year registration, will not normally be refunded if he/she withdraws from the programme. The only exception to this is where a learner who enrolled on the programme in September or October 2017 is registered with Pearson by the appropriate November deadline and withdraws before the end of January 2018

If we receive a request by 31 January 2018 to delete the registration, a refund of fees (as a credit note) will be issued. The request must be made either in writing, by email to examsofficers@pearson.com or by submission of a JCQ format EDI amendment file, withdrawing the learner's registration.

Please note that we cannot refund registration fees if a learner has sat, or been marked absent for, any timetabled tests. If a learner has any pending test bookings, these must be withdrawn before a deletion request is made. Pending timetabled test bookings must be withdrawn by the high late fee date in order for a learner to be eligible for a refund.

Programmes that do not follow the academic year

Provided no units have been completed and no test bookings made we will accept a request for deletion, if we are notified by email to examsofficers@pearson.com within two months of the date that we received the learner registration. For example, if a learner is registered on 1 March, we will accept a request for deletion up until 1 May. Please include the learner name and registration number in the email.