

Charging Policy

Ad Hoc Charges

Although most of our member services are free, some incur a charge and these are noted for your information. We will always advise you of the cost of any service **before** we provide that service and **at any time you ask us**.

Duplicate Certificates

- (a) Where a current member, or non-member with a current subject registration (e.g. a Regulatory Qualification Framework student), requires a duplicate certificate, there is **no charge** for the **first** replacement. Any subsequent request will incur a charge of **£25**.
- (b) Where a lapsed member requires a duplicate certificate (lapsed members who had ACIBS, MCIBS or FCIBS status should see (c) below), the individual may elect to either:
 - i. **Renew** their membership and pay the appropriate subscription fee prior to any replacement being issued. In this case, no additional cost will be incurred if this is a request for a **first** replacement. A subsequent request will incur a charge of **£25**, or
 - ii. Be issued with a duplicate certificate, in which case a charge of **£35** is applicable.
- (c) Lapsed members who were previously entitled to use the designatory letters ACIBS, MCIBS or FCIBS are **ineligible** to receive a **duplicate certificate**, unless they elect to **renew** their membership and pay the appropriate subscription fee. In this case, no additional cost will be incurred if this is a request for a first replacement. A subsequent request will incur a charge of **£25**.

Alternatively, a **Results Letter** confirming past academic achievements can be issued with a charge of **£25** being applicable.

- (d) Where a non-member whose subject registration has expired requires a duplicate certificate, a charge of **£35** is applicable.

Results Letter

- (a) Where a current member, or non-member with a current subject registration, requires a letter to confirm their examination results, there is **no charge** for the **first** such document. Any subsequent request will incur a charge of **£10**.
- (b) Where a lapsed member, or a non-member whose subject registration has expired, requires a letter to confirm their examination results, a charge of **£25** is applicable.

Other Academic Enquiries

A **minimum** fee of **£10** is payable, at our discretion, for any other requests for information, e.g. previous syllabus information, etc.

Membership Enquiry

Where a recruitment or similar agency requires details of a member's / past member's academic achievements, a fee of **£40** will be payable.

Data Protection Act 1998 Enquiry

A fee of **£10** is payable when an information request is made under the Data Protection Act 1998.

Cancellation / Amendment of Examination Bookings

1. After an examination booking has been confirmed, any request to cancel / amend that booking will incur a **£25** administration fee, provided that this request is received no less than **10** working days of the original examination date
2. Cancellations made within **10** working days of the examination will be counted as an attempt and the **appropriate re-sit fee** will be chargeable.

Conferment of Fellowship

When the award of Fellowship of the Chartered Institute of Bankers in Scotland is conferred, an administration fee of **£30** is payable by the new Fellow.