

Examination Re-Sit or Deferral Form

As a student who has previously studied for the Level 4 Diploma in Recruitment Management (QCF), but has not yet qualified, you are hereby invited to book onto the exam/project. Examinations/Projects re-sits/re-submissions are £148 + VAT* each.

Bookings close 6 weeks before the examination date

1. Please list which unit(s) you will be re-sitting:

- | | |
|---|---|
| <input type="checkbox"/> RECTC 3-6 | |
| <input type="checkbox"/> RECTC 4-1 | <input type="checkbox"/> RECTC 4-6 |
| <input type="checkbox"/> RECTC 4-2 | <input type="checkbox"/> RECTC 4-7 (optional) |
| <input type="checkbox"/> RECTC 4-3 | <input type="checkbox"/> RECTC 4-8 (optional) |
| <input type="checkbox"/> RECTC 4-4 (optional) | <input type="checkbox"/> RECTC 4-9 (optional) |
| <input type="checkbox"/> RECTC 4-5 (optional) | <input type="checkbox"/> RECTC 4-10 |

2. Please check the REC website to find out which date your unit(s) is running*:

- 7 May 2020
 6 August 2020
 5 November 2020

Projects: please note that if you wish to submit a completely new project, then you will need to pay for the whole unit again (£435 + VAT).

** Please check the REC website to find out which date and time your unit(s) is running to avoid clashes*

3. Please indicate the centre you wish to sit your examination at (Please tick only one centre):

- | | | | |
|--------------------------------------|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Belfast | <input type="checkbox"/> Birmingham | <input type="checkbox"/> Bristol | <input type="checkbox"/> Edinburgh |
| <input type="checkbox"/> Leeds | <input type="checkbox"/> London | <input type="checkbox"/> Manchester | <input type="checkbox"/> Nottingham |
| <input type="checkbox"/> Southampton | <input type="checkbox"/> Overseas _____ | (Please indicate centre) | |

4. Student details (To be completed in BLOCK CAPITALS):

FULL NAME: _____

Member Number: _____

Date of birth: _____

(Please ensure the above details match the ID you will be presenting at the examination venue)

Company: _____

Email: _____

Telephone: _____

Address: _____

Post Code: _____

If you have any special/ medical requirements with regard to attendance of the examination, please contact us no less than 6 weeks of your examination date to discuss.

5. Payment details:Exam only fee per each unit: **£148 + VAT* = £ 177.60**I wish to pay the fee of £_____ by: Credit/Debit Card Cheque: payable to 'REC'

Cardholder's name: _____ Card number: _____

Exp. date: _____ Start date: _____ Issue number: _____ Security digits: _____

Billing Name: (please print) _____ Member Number: _____

Billing Address: _____

Post Code: _____ Telephone Number: _____

This form should be returned to the REC by post or email with payment.

Post: REC, IRP Qualifications, Dorset House, First Floor, 27 – 45 Stamford Street, London, SE19NT

Email: info@rec-irp.uk.com**REC Examinations Re-sit/Deferral Terms & Conditions**

*VAT of 20%

Full payment must be received with the booking in order to confirm.

Once payment has been received a receipted invoice will be sent. Confirmation and Joining instructions for the examination will be sent approximately two weeks prior to the examination date.

Should you cancel your examination booking no refund will be issued. Should you defer the examination date you will be liable to pay the full price of both dates.

The REC will make every attempt to run examinations at all the published examination venues; however, we reserve the right to alter examination venues if numbers are too low to sustain the examination. In these circumstances all efforts will be made to contact the students well in advance of the date and we will attempt to make alternative arrangements.

These terms and conditions are fixed and final.

Please sign and date below to indicate you have read and accept these T&Cs:**Signature** _____ **Date:** _____

Employers often request that we send them their employees' results. We do not automatically do this but will send your results to your employer if they request that we do so. If you do NOT consent to your employer receiving your results, please tick here