

Examination Re-Sit or Deferral Form

Bookings close 6 weeks before each examination date

1. Please indicate which date you will be sitting the examination (Please tick ONLY ONE date):

- 7 May 2020
 6 August 2020
 5 November 2020

2. Please indicate the centre you wish to sit your examination at (Please tick ONLY ONE centre):

- Belfast Birmingham Bristol Edinburgh
 Leeds London Manchester Nottingham
 Southampton Overseas _____ (Please indicate centre)

3. Please indicate which unit you will be sitting (Please tick ONLY ONE option):

- Overall qualification examination (£148 + VAT)
- Or only*** Unit 3-1: Understanding the legal and ethical responsibilities for in-house recruitment
Or only* (£75 + VAT)
Unit 3-2: Understanding personal development and performance (£75 + VAT)
- Or only*** Unit 3-3: Understanding relationship management for in-house recruiters (£75 + VAT)
Or only* Unit 3-4: Understanding candidate sourcing (£75 + VAT)
Or only* Unit 3-5: Understanding candidate selection (£75 + VAT)
Or only* Understanding the candidate experience (£75 + VAT)

** In the case of a single unit re-sit, you are only permitted to re-sit ONE unit per examination date. If you need to re-sit more than one single unit, you will need to use additional re-sit forms and select different dates.*

4. Your 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 where to send results/certificates: _____

_____ Post Code: _____

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

5. Payment details:

Overall examination fee: **£148 + VAT* (Total £177.60)** – Single Unit examination fee: **£75 + VAT* (Total £90)**

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, Qualifications, Dorset House, First Floor, 27 – 45 Stamford Street, London, SE19NT

Email: info@rec.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