

Examination/Assessment Fee Policy

Version control:

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1 Overview

- The following policy is applicable to all the SAICA examinations/assessments which are as follows:
 - o Initial Test of Competence (ITC)
 - o Assessment of Professional Competence (APC)
- The prescribed examination fees, for all the SAICA examinations, shall be published on the SAICA website - www.saica.co.za: [Learners & Students](#) > [Examinations](#) > [Exam Information](#) > [Dates and fees](#) (select the examination/assessment folder for which you will be registering)
- Exam/Assessment fees are approved by the SAICA FinCo and SAICA Board
- should you have any queries relating to the following examinations, please E-mail examinations department as follows:
 - o ITC - itc@saica.co.za
 - o APC - apc@saica.co.za

2 Examination/assessment fee general information

- Candidates who submit an application to write an examination/assessment and who are eligible to write in terms of SAICA's regulations, will be liable for the prescribed fee as published on the SAICA website.
- The fee payable is calculated based on the date on which the candidate registers his or her application.
- In terms of SAICA's examination policy, invoices are issued to each candidate.
- Where an employer is making a bulk payment for more than one candidate and in which case the invoice needs to be made out to the candidate's employer, the employer must request this by providing SAICA with a list of names of candidates the employer will be paying for **before** the closing date published on the SAICA website. Refer to section 3 below for further information about employer payments.
- Payment for all invoices must reach SAICA on or before the date published on the website pertaining to the relevant examination.
- Non-payment of the examination / assessment fee will result in examination results being withheld until full payment has been received and allocated by SAICA.

3 Payment of examination/assessment fees by an employer

- **Even if an employer commits to paying a candidate's examination/assessment fee, the candidate remains liable for the fee and the onus therefore rests on the candidate to ensure that payment for the examination/ assessment fee is received by SAICA, on or before the date as published on the SAICA website.**
- Employers may make payment for a multiple number of candidates. In this case, the employer must furnish SAICA with a list of the candidate names and ID numbers they have agreed to pay for, in order for SAICA to generate a composite invoice.
- Proof of payment must then be emailed to the SAICA finance department - debtors@saica.co.za and itc@saica.co.za or apc@saica.co.za - together with the list of candidate names.
- Payments of all invoices must reach SAICA on or before the cut-off date as published on the SAICA website.

NOTE: SAICA reserves the right to withhold a candidate's examination results until the prescribed fee has been received and allocated by the SAICA finance department

4 Candidates awaiting CTA supplementary results

- Candidates who write a supplementary CTA exam and are waiting for their results MUST submit an **application for registration** of the relevant examination/assessment by the published date, to benefit from the early registration fee.
- Payment must not be made until the candidate's final results are known or will be refunded should candidate not be eligible on receipt of final results

Once supplementary results are made available:

- Payment of the prescribed exam fee becomes payable once the supplementary exam result has been confirmed by the university.
- Candidates who are **successful** in passing the supplementary examination should notify the examinations department of SAICA (which will confirm the eligibility to register against the list provided by the university) and make payment to SAICA immediately.
- Candidates who are **unsuccessful** will be automatically de-registered from the exam by the examinations department (based on a full list of supplementary results [provided by the university – i.e. which includes both pass and fail outcomes for candidates who wrote supplementary examinations]).
- In cases where a candidate made a payment and his or her application is subsequently cancelled, will receive a full refund.

NOTE: SAICA reserves the right to withhold a candidate's examination results until the prescribed fee has been received and allocated by the SAICA finance department

5 Process for withdrawing from any examination/assessment before the exam/assessment date

- Candidates wishing to withdraw from an examination/assessment and who wish to have their fee refunded must submit a request, in writing, stating the reason for withdrawal from the examination/assessment. Such withdrawal from the relevant examination will be accepted by SAICA up to the day prior to the examination being written. This can be sent via e-mail to the examinations department on the email address pertaining to the relevant examination as follows:
 - o ITC - itc@saica.co.za
 - o APC - apc@saica.co.za
- The following documentation must be included with the written request for withdrawing should the candidate require a refund:
 - o The prescribed form (Annexure 1); and
 - o Supporting documentation (such as a medical certificate) to substantiate the application, should be submitted with the application; and
 - o Proof of payment must be submitted with the application.
- Each application is then assessed individually and the portion to be refunded is to be determined by the Project Director: Education.
- A portion of the fee will always be withheld to cover administration costs. (Refer to section 9 - Guidelines below)
- Candidates seeking an appeal to the decision of the Project Director: Education must do so within 14 days of receiving the confirmation of refund. The appeal can be made directly to the Senior Executive: Professional Development.

6 Process where a candidate is absent on the day of the examination/assessment

- Candidates who are absent from an examination/assessment and who wish to have their fee refunded must submit a request, in writing, stating the reason for withdrawal from the examination/assessment. This can be sent via e-mail to the examinations department on the email addresses pertaining to the relevant examination as follows:
 - o ITC - itc@saica.co.za
 - o APC - apc@saica.co.za
- **This written request MUST reach SAICA within 14 days of the examination / assessment being written. Any requests received after the 14 day period will not be considered.**
- The following documentation must be included with the written request for refund if a candidate is absent:
 - o The prescribed form (refer website); and
 - o Supporting documentation (such as a medical certificate) to substantiate the application, should be submitted with the application; and
 - o Proof of payment must be submitted with the application.
- Each application is then assessed individually and the portion to be refunded is to be determined by the Project Director: Education.
- A portion of the fee will always be withheld to cover administration costs. (Refer to section 9 - Guidelines below)
- Candidates seeking an appeal to the decision of the Project Director: Education must do so within 14 days of receiving the confirmation of refund. The appeal can be made directly to the Senior Executive: Professional Development.

7 Amounts to be refunded

- Refunds can only be made where full payment has been received. (Proof of payment to be provided)
- The amount to be refunded is determined at the discretion of the Project Director: Education.
- Each case is reviewed on its own merits.
- A portion of the fee will always be withheld to cover administration costs (i.e. in no circumstances will candidates be refunded the full amount of the exam fee - Refer to Section 9 - Guidelines below)
- Candidates who registered late for the exam will only be entitled to receive a refund on the base exam fee. Any late penalties received will not be refunded at all.
- Examination fees may only be carried over to other examinations within the same calendar year:

For example:

ITC January may be carried over to ITC June, but ITC June fees may not be carried over to the following exam being January the following year.

- o The full amount is paid and an amount of 10% is withheld for administration costs;
- o The balance (90%) of the registration fee will then be held by SAICA and carried over for the June sitting in the same year;
- o Where the candidate submits an application for the **June sitting** and then at a later date:
 - withdraws his/her June application; in the same calendar year or
 - fails to register for the June sitting in the same year,The fee paid to SAICA, will then be forfeited.

8 Duplicate payments made to and received by SAICA

- Refunds for duplicate credit card payments will be made as soon as SAICA has verified the duplicate payment details (i.e. is in possession of its bank statement showing the relevant thus allocated deposits).
- Refunds for any other duplicate payments (i.e. candidate as well as employer paid) will only be made after the examination/assessment is written but within 5 working days of SAICA verifying the duplicate payment.
 - o Whilst the above are set rules approved by the SAICA Board, refunds may be done sooner with the approval of the Project Director: Education
 - o Candidates to contact the examinations department to obtain the prescribed form to request a refund; and
 - o Proof of payment must be submitted with the application.

Information with regard to a refund of fees paid for Public Practice Examination (PPE) can be found on the IRBA website.

9 Guidelines on amounts to be withheld:

Candidates who registered late for the exam will only be entitled to receive a refund on the base exam fee. Any late penalties (late registration fees) received will not be refunded at all.

Factors to be considered when determining % Admin Fee to be withheld:

- Time when withdrawal is requested (how long before the exam)
- Reason is beyond the candidates control or not (please ensure that all supporting documentation is attached)
- Work circumstances- depending on the situation (please ensure that all supporting documentation is attached)

Admin fee: 10 – 50% of the fee to be withheld – depends on how late the application is cancelled (i.e. more will be withheld the closer the withdrawal is to the exam as more costs would have been incurred)

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Annexure 1: FORM TO BE COMPLETED FOR THE REFUND OF EXAM/ASSESSMENT FEES

TO BE COMPLETED BY THE EXAM CANDIDATE:	
1 Name and date of exam for which refund is requested	
2 Reason (Select and ✓) - CTA or Professional Programme not obtained - ITC not passed (APC only) - 20 months training not completed - Payment of fee duplicated - Withdrew from the exam before it was written - Absent on the day of the exam - Other (provide detail)	
3 Candidate information: - SAICA ID: - Surname: - First name: - ID/Passport #: - Employer:	
4 Name of person / firm / employer to be refunded	
5 Banking account details to refund into: - Candidate OR - Employer	
6 Supporting documentation required to be submitted with this form: - Proof of bank account refund to be pain into (cheque, bank statement or bank stamped letter) - Proof of initial payment - Motivation for refund	
TO BE COMPLETED BY SAICA:	
7 Fee paid Finance to check and confirm and attach (*) - Amount paid - Date paid - Bank statement reference # (*) - Invoice # (*) - Process Batch #	
8 Cost code	
9 Completed by: - Finance - Exams	
10 Approved by: Project Director: Education	
11 Finance to advise by e-mail once EFT done - Candidate - Employer	

Process:

- Candidate completes form and send with supporting documentation to SAICA Exams
- SAICA exams to send to Finance to complete for and confirm payment information
- Finance department to return this form and documentation to Examinations Officer with supporting documentation who gets signature approval from Project Director: Education
- Returned to finance department for payment

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