



Business & Computing Examinations (BCE)
3rd Floor, 207 Regent Street
LONDON W1B 3HH
Website: www.bcexam.com Email: info@bcexam.com
Tel: 44 207 993 4469

BCE Programmes Invoicing Policy

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Status:	Approved
Responsibility for policy:	Marketing Manager
Responsibility for implementation:	Programme Development Management

Charges for BCE Programmes

This policy outlines the procedures adopted in charging BCE Programmes.

Payment Terms: payment must be paid in full in advance.

1. BCE Centre Costs

Mandatory

- a. Centre Accreditation Application fee

£25.00 (only paid once)

- b. BCE charges US\$25.00 (for international centres) and £20 (for UK centres) for use of BCE syllabus per each student who registers for the BCE programme at each centre (despite whether they finish the course or not. This fee applies to all students, not only those who will sit for examinations. Centres are responsible for collecting the fees on our behalf, the very day a student registers. This fee is non-refundable

BCE Syllabus fee US\$25.00 per each registered student (international centres)
£20.00 per each registered student(UK centres)

Optional

- c. BCE provide student manuals for a fee (email BCE for price list)

2. BCE Candidates

Mandatory

- a. Each Candidate has to pay examination fee in advance. The Examination fee charges are listed on BCE Website and are charged per programme; for all subjects inclusive (not per individual subject) e.g. Diploma in Human Resources Management; 5 subjects exam fee is £70.00.

However, resit is charged per subject; £25.00. Coursework is considered a subject; hence if candidates pay to resit coursework/project; it is £25.00 though coursework includes all subjects in a Programme.

Optional

- b. Candidates who require BCE ID Cards pay £25.00

c. BCE Membership charges

The examination board offers membership to both BCE registered candidates and other professional bodies qualification holders. Those interested can request a BCE Membership application form from BCE.

Associate (ABCE)

On successful completion of the Diploma level, candidates can apply to become Associates. The Associate registration fee is a one off payment of £40, then yearly subscription fee of £20.

Member (MBCE)

On successful completion of the Advanced Diploma, candidates can apply to become a Member. 1 year experience in a senior position or holders of other professional qualifications can also apply to be a Member. Member registration fee is a one off payment of £50, then yearly subscription fee of £30.

Fellow (FBCE)

A minimum of three years experience in Business or Computing fields or a relevant degree is required for Fellowship applications. The Fellowship registration fee is a one off payment of £60, then yearly subscription fee of £40.

[Upon successful registration, the appropriate membership certificate is posted]