

NCC Education General Operation Fees

For all academic qualifications and programmes

This is to inform ALL NCC Students that NCC has changed 'General Operation Fees' for the below listed services effective from 1st June 2014:

- Breakdown of re-sit fees by qualification.
- New administrative charges relating to amendment fees, late fees and transcript letters.
- New optional courier fee.

Description	Fee £ sterling	Comments
Resit per unit	£60	This fee is payable for a re-assessment of a failed unit.
Late fee - per unit per candidate	£25	This fee is charged when a candidate's unit(s) is entered into an Assessment Cycle after the initial registration deadline published in the Activity Schedule has passed.
Amendment/Transfer fee – per unit per candidate	£25	This fee is charged when a candidate's unit(s) is taken out of an Assessment Cycle after the initial registration deadline published in the Activity Schedule has passed.
Amendment fee – per unit per candidate with appropriate medical note approved by NCC Education.	Free of charge	This is when a candidate's unit(s) is taken out of an Assessment Cycle and an appropriate medical note is submitted via Connect.
Review of Results per unit per candidate – 1 st Stage	£50	Candidates can appeal against a result on the grounds of administrative defect.
Review of Results per unit per candidate – 2 nd Stage	£250	Candidates can appeal against the outcome of an unsuccessful 1 st stage Review of Results.
Replacement Certificate	£50	If candidates wish to have a duplicate certificate they can do so at the cost of £50 per qualification.
Extra Certificates for completed unit	£20	If candidates wish to have a certificate for every unit taken under a qualification they can do so at the cost of £20 per unit.
Transcript Letters	£25	Candidates can obtain a transcript letter as verification of their award.
Courier fee (optional)	£25	This optional service is payable if document(s) are required to be returned by secure courier.
Extension Approval Fee	£40	This fee is charged when candidates apply for an extension to the 3 year eligibility period.

All fees are stated exclusive of VAT, which will be charged and payable where applicable.