

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

### 2. Please check the IRP Student Hub website to find out which date your unit(s) is running\*:

- 7 February 2019  
 2 May 2019  
 8 August 2019  
 7 November 2019

*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 IRP Student Hub 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: \_\_\_\_\_

*(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.*

# Level 4 Diploma in Recruitment Management



## 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/fax/email with payment.

Post: REC, IRP Qualifications, Dorset House, First Floor, 27 – 45 Stamford Street, London, SE1

9NT Fax: +44 (0)20 7935 4112

Email: [info@rec-irp.uk.com](mailto: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**