

## **PAYING A REGISTRATION FEE ONLINE**

### **Refund Policy**

The Registration Fee is **non-refundable** in all circumstances, except where the incorrect amount has been paid or where a double payment has been made in error. You should contact the AQE Office immediately if this is the case. The fee is automatically set to £50.00 so you do not need to input any amount in your transaction.

No refunds can be given if you subsequently choose not to complete your registration by submitting a Registration Form. Therefore, we recommend that you do not make a payment until you are ready to post or hand deliver your Registration Form. Payment alone does not secure your child a place in their chosen assessment centre (please see “Completing your registration” below).

### **Delivery Policy**

Delivery of the Admissions Card can take up to three weeks **after the Registration Form has been received by the AQE Office**. Payment alone will not be sufficient to create an Admissions Card. Please do not pay online until you are ready to post your Registration Form.

### **Completing your registration**

Payment alone does not secure your child a seat in their chosen assessment centre or mean they are automatically registered for the Common Entrance Assessment. **Registration is only complete once the Registration Form and accompanying documents are received and processed by the AQE Office**. You should post your Registration Form and documentation (including a printed copy of your receipt of payment) to the AQE Office as soon as possible. Processing can take up to three weeks from the time a Registration Form is received by the Office. We recommend posting your documents by recorded delivery so you know they have reached the Office. Please ensure you pay the correct postage for your envelope size and weight.

**Chairman:** Mr John Mulholland