



The Architects  
Professional  
Examination  
Authority in  
Scotland Ltd

**Revised: March 2024**

**Part 3 Examination in  
Professional Practice  
and Management**

# **Fees : Refund Policy**

*The Architects Professional Examination Authority in Scotland Ltd (APEAS) is a company limited by guarantee, Reg No. 252403 (Scotland) and a charity registered in Scotland, No: SC035736 © 2019*

Registered office: 15 Rutland Square, Edinburgh, EH1 2BE, Tel: 07483 153983, Email: [info@apeas.org.uk](mailto:info@apeas.org.uk), [www.apeas.org.uk](http://www.apeas.org.uk)

# APEAS Fees: Refund Policy

All fees are subject to annual review and must be paid by the due date. Candidates who have not paid all fees due will not be permitted to sit the examination. The policy for payment and refund of fees is:

## Registration Fee

- The Registration Fee is non-refundable.
- Candidates pay the Registration Fee once only. If a candidate defers sitting the examination until the following or subsequent year, or is required to resit part or all of the examination no further Registration Fee is required.

## Examination Fee

- If a candidate decides that they wish to defer to a future year to sit the examination or are unable to sit the examination for any reason, then an Examination Fee may be refunded prior to 30<sup>th</sup> September. Any refund after that date will incur a £50 administration fee.
- The Examination Fee can be carried forward to a subsequent year until the candidate sits the examination. A 'carried forward' Examination Fee may be refunded. The refund will incur a £50 administration fee. If there is an increase in the Examination Fee, then the difference between the previous fee and the new Examination Fee will be payable.

## Resit Fee

- Refunds available as per the Examination Fee.

## Payment

- Payment of fees will be required as per payment dates and amounts as notified on the APEAS website.
- Payment can be made either by BACs transfer or online via the APEAS website.
- Candidates can request to make payments by instalments by contacting APEAS at [info@apeas.org.uk](mailto:info@apeas.org.uk)