

EXAMINATIONS SERVICES, JAPAN

Conditions for Administration of Examinations

(For private candidates/University of London) With effect from 1 Dec, 2016



International Business Education Consultants

1. Timing

Examinations can start at 10:00 or 14:00 (**Japan local time**), **Monday to Friday**, Candidates should arrive 30 minutes prior to the start of their actual exam in order for Examinations staff to brief them on the examination regulations.

2. Fees per candidate

Administrative Fee per candidate: **¥21,600** (¥20,000 + 8% consumption tax) - **Non-refundable/Non-transferable**

Fee per paper: **¥10,800** (¥10,000 + 8% consumption tax) -

Total local fee (example)	
One Paper:	¥ 32,400 = ¥ 21,600 + ¥ 10,800
Two Paper:	¥ 43,200 = ¥ 21,600 + (¥ 10,800 × 2)
Three Paper:	¥ 54,000 = ¥ 21,600 + (¥ 10,800 × 3)

N.B. Additional charges may be incurred for: Off-site examination hall hire (at cost price)

Payment should be made by BANK TRANSFER to the following account as soon as presenting entry form to IBEC. Final deadline for the payment to IBEC is by 25 days before the examination date. Once deposit is confirmed, IBEC will issue a single validation code for you to complete the online entry. (This may not apply for those enrolling the examination by paper based entry form)

Bank Name: Mitsubishi UFJ Bank

Branch: Iidabashi

Savings Account (Futsu)

Account number: 4861511

Account Name: IBEC

(株) アイベック

Reminders when transferring money:

1. Please type your name (payer's name) if you transfer money at ATM.
2. Please note that you are responsible for all bank charges.

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*If you are making payment from overseas, please contact us before you make payment because there is a special account set up for our overseas customers.

*This document and your original bank transfer slip is your receipt and proof of payment, we will not issue a separate receipt.

3. Cancellation and local fee refunds policy

Candidates are expected to notify any cancellation to the International Business Education Consultants, Japan in writing as soon as possible.

- Administrative fees are non-refundable and non-transferable
- Claims for a refund of the local fee per paper will only be accepted if:
 - a. you cancel your exam(s) by 2 weeks before the examination date via e-mail **OR**
 - b. if the university rejects the candidate's examination application

*Please take note that bank transfer charge will be deducted from the total amount of refund.

4. Included in these charges

Receipt and storage of examination paper/ arrangements for room hire and invigilation
Invigilator's fees/Informing the candidates of the arrangements for the examination
Charges for the return of answer scripts to the university/institution

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Please complete the online form below:

<https://docs.google.com/forms/d/e/1FAIpQLSfX1DqanRC4aW37Y0m02GMX0MOMUDurNfaRYEeZsr57i8zm0w/viewform>

After filling in the form, you will be notified by automated response. You will receive your validation code after our final confirmation of your application and deposit. It will take up to 3 to 4 business days, especially toward the end of the application period, to issue your validation code.