

INVOICING POLICY

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1.0 INTRODUCTION

This policy provides information for Members and Students on the payment of fees.

AIA is outside the scope of VAT and therefore is not registered.

2.0 REGISTRATION FEE

The applicable fee is required to be paid at the time of registration; the fee includes the current years' annual subscription fee. Please refer to the scale of fees which can be accessed via the AIA website www.aiaworldwide.com for details of the required amount.

3.0 ANNUAL SUBSCRIPTION FEE

AIA posts annual subscription notices and does not issue formal invoices.

Annual subscription notices are issued during the first week in September; settlement is required by 1 October. The subscription notice includes the following details;

- statement of account;
- detachable remittance advice slip to return with payment if appropriate; and
- payment instructions.

Students and Members have 24 hour online access to their AIA account via a secure area of the AIA website. They can also request an itemised written statement and/or receipt from the Accounts department at any time and expect to receive a response within four working days.

4.0 EXEMPTION FEES

AIA offers exemptions to students holding relevant qualifications. Please refer to the AIA Exemption database which can be accessed via the Join AIA/Exemptions section of the website.

Exemptions are only considered for qualifications relevant to the AIA syllabus for the Foundation Level (Certificate in Accountancy) and Professional 1 Level (Diploma in Accountancy). No exemptions are granted for the Professional 2 Level (Professional Diploma in Accountancy).

Students eligible for exemptions will be sent an Exemption Offer Form containing information on the papers offered for exemption and the fees payable. Fees are calculated per level, per paper and payment must be received within fourteen days of receipt of the form.

For details of the costs please refer to the scale of fees which can be accessed via the AIA website www.aiaworldwide.com.

Payment may be made using any of the methods outlined in Section 3.1 of this policy.

As soon as payment is received and allocated to the student's account the exemptions are incorporated into the student's exam requirements. Please note; no student will be permitted to progress through the exams if their record shows they have outstanding billed exemptions.

5.0 EXAM FEES

AIA offers two exam sessions per year.

Students may enter the exams online or can request an exam entry form. The exam entry deadline dates are;

- 1 April for the May exam session; and
- 1 October for the November exam session.

Students are required to pay an exam fee for each paper they intend to attempt at a particular session.

Please refer to the scale of fees which can be accessed via the AIA website www.aiaworldwide.com for details of the amount to be paid.

6.0 PAYMENT

AIA accepts the following payment methods:

- Cheque made payable to the Association of International Accountants.
- Card; by post and fax only. AIA **does not** accept details via email.
- Bank Draft made payable to the Association of International Accountants.
- Bank transfer; contact AIA Accounts Department for details and use AIA registration number as the reference.
- Postal order made payable to the Association of International Accountants.
- Online via Netbanx; not available at point of registration.

7.0 REMINDERS

Students and Members with an outstanding balance will receive a reminder notification from the AIA Accounts Department on a regular basis until the account has been settled.

8.0 QUERY RESOLUTION

All queries relating to the payment of fees should be forwarded by email to the Accounts department accounts@aiaworldwide.com. The department will respond within three working days in accordance with AIA's Customer Services Statement (available on the AIA website). When email is not available all queries should be forwarded to the AIA for the attention of the Accounts department. In both instances students should make sure they clearly state their name, AIA registration number and the nature of the query.

9.0 REFUNDS

AIA will only issue a refund for;

- requests approved by the Exams department;
- duplicate payments made in error by the student/member;
- a cancelled application form; however, no refund will be issued in relation to the administration charges associated with the application.

Prior to any refund being issued AIA will check the student/member's account to ensure no other balance is outstanding.

All refunds will either be paid by AIA cheque or refunded directly via Netbanx.