**Exemption Application Form**

Version 7

Last updated: December 2020

Designed in England,

Great Britain

This form may be updated at any time to create service efficiency. Please ensure that you are using the most current version of the form.

**Very Important Information**

**Fees paid towards this application is non-refundable.**

**Please ensure that you provide us with accurate information in this application (together with any required supporting document/s where applicable) to enable us process your application.**

**We must be able to process your application, in the first instance or attempt, using the “correct” information you provide to us (together with any required supporting document/s where applicable). The application fee that you pay towards this application, is in respect of, IPED processing your application in the first instance or attempt, and NOT for multiple instances or attempts. An application fee is required any time you submit an application to us, and this applies even if you are submitting the same application because you failed the first time.**

**You are required to double check your application before submitting it to us. Please do not submit your application if you are unsure of any of the information you are providing in the application, or where applicable, if you are not accompanying the application with the required supporting document/s.**

**If we reject your application because you provided us with incorrect information, or failed to provide us with the required information (including the required supporting document/s where applicable), YOU WILL LOSE ALL THE FEES YOU HAVE PAID TOWARDS THIS APPLICATION. If your application is rejected under these circumstances, we will not re-allocate any fees that you have previously paid towards an unsuccessful application, to a future “corrected” application that you may make.**

**By proceeding with this application, you are agreeing that should your application be rejected, because you failed to provide us with needed correct information (including the required supporting document/s where applicable), you will lose all your application fee. This refers to all methods of payment used to pay for the application fee.**

**Application for Exemption**

**Introduction**

We may grant exemptions for closely related modules successfully completed in a recognised institution, provided the applicant is able to meet our requirements.

* Subject exemptions are granted on a subject for subject basis. For example, Introduction to Petroleum Geology for Introduction to Petroleum Geology (or closely related subject) exemption.
* Level for level or complete programme exemption (e.g. you wish to be exempted from taking Level 4 Diploma in Oil and Gas Management) will only be granted if you have completed all mandatory modules or closely related ones elsewhere. If you have completed the same programme or closely related one elsewhere; however not all the modules you have successfully completed match the IPED mandatory modules on the course that you wish to enrol on, your application can still be considered for that exemption. An exemption will however be granted at our discretion. There is no guarantee that by completing the same programme or closely related one elsewhere (where *not* all the modules you have successfully completed match the IPED mandatory modules on the course that you wish to enrol on), you will be granted an exemption onto a higher level qualification. If we decline your request for exemption under this circumstance, you will lose all your application fee. You will have to re-apply under the subject for subject exemption provision and re-pay the relevant application fee.

**Fees**

|  |  |  |
| --- | --- | --- |
| **Course** | **Level for level**  **application fee (per level)** | **Subject for subject**  **Application fee (per subject)** |
| Business Administration and Strategic Management | £55 | £11 |
| Human Resource Management | £55 | £11 |
| Marketing Management | £55 | £11 |
| Oil and Gas Management | £110 | £28 |
| Banking and Finance | £96 | £20 |
| Security and Risk Management | £96 | £20 |
| Logistics and Supply Chain Management | £55 | £11 |
| Project Management | £55 | £11 |

* Your application will not be processed if the relevant exemption fee applicable to you is not received in full. **You must pay (fully) upfront for the service before your application will be considered.** The service will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* Fees are subject to review and change

**Our requirements**

* Complete the form in full and correctly. Email to [**info@ipeduk.com**](mailto:info@ipeduk.com), together with proof of payment and supporting document(s). We will not process a hand completed application form. An incorrectly or partly completed application form will be rejected.
* Provide us with the correct and sufficient information as required in the form. Failing to provide correct and sufficient information will cause delay in us providing you with the service you require. In some cases your application will be declined if insufficient information is provided.
* Use separate forms for separate levels of the courses as relevant. Your request will not be considered if you “squeeze” separate levels of courses into one form.
* Use separate forms if you are applying for exemptions for different courses. Your request will not be considered if you “squeeze” different courses into one form.
* To be awarded exemptions for a higher level course you must be exempted from the respective lower level course(s) – for that same programme. If there is more than one lower level course for that higher level course that you want to be exempted from, you must firstly be exempted from all the lower level courses, and not just one. You must apply separately or individually to be exempted from each lower level course. For example, if you want exemptions so that you can enrol directly onto a Level 7 Postgraduate Diploma course, you must apply separately or individually to be exempted from the Level 4 Diploma, Level 5 Advanced Diploma, Level 6 Graduate Diploma courses – for that same programme. Use a separate form for each level exemption application and pay the respective fees. Exemptions will not be provided for just the immediate lower level course, for direct enrolment onto a higher level course when exemption(s) has (have) not been successfully applied for the other lower level course(s). For example, we will not provide exemptions for Level 6 Graduate Diploma, for direct enrolment onto Level 7 Postgraduate Diploma, when you have not successfully applied for exemptions for Level 4 Diploma and/or Level 5 Advanced Diploma.
* The explanation provided above applies to all other higher level exemption applications, including Level 6 Graduate Diploma and Level 5 Advanced Diploma.
* Submit electronic copies of transcript(s) or statement(s) of results together with your certificate confirming completion of the relevant programme. If you are not in possession of a dated transcript showing the subjects you have successfully completed and the accompanying marks/grades, please do not submit your application to us as it will be rejected. Graduation certificate submitted without accompanying transcript(s) or statement(s) of results will not be considered on its own. If you are applying for subject for subject exemption please submit only transcript(s) or statement(s) of results. If you are applying for level for level (or programme for programme) exemption, please submit your graduation certificate together with your transcript(s) or statement(s) of results.
* Scan your supporting document(s) using a purpose built scanner and convert the document(s) into a PDF(s). Do not send us pictures taken of your supporting document(s) using a mobile phone or camera. The contents or information in your electronic supporting document(s) must be clear and should not blur out when printed or when reasonably zoomed in on a computer (typically at 75% on a PDF). If we are unable to make a decision at the point of consideration because the documents you submit to us are of poor quality, your application will be rejected without consideration. You will lose your exemption application fee consequently.
* All supporting documents must be in English. If your supporting documents are not originally in English, please translate them using a recognized or certified translator or translation service. You must not be related to the translator. Certified translation(s) of all document(s) will be required along with copies of the document(s) containing the original language.
* If your qualification is not comparable to a standard certificate of higher education in the United Kingdom, you will not be considered for the exemption.
* All qualifications must be comparable to at least a UK standard certificate of higher education to be considered for any exemptions; where a qualification does not reach that standard, no exemptions will be awarded.
* Please ensure that you have checked our entry requirements to have an idea about what we would ordinarily expect from you in terms of past qualification(s) to make an exemption decision.
* Exemptions will not be awarded for exemptions obtained from another organization, neither will we award exemptions for professional experience nor for short courses or continuing professional development programmes taken in a related discipline in which an exemption is being sought.
* We reserve the right to contact the awarding or examining organization to verify the applicant’s qualification(s). If any certificate/transcript fraud is established upon enquiry, your application will be rejected. You will also be barred from registering with us (in future) entirely.
* We reserve the right to request for further information if we are unable to make a decision based on the information you have submitted to us.
* Pay the relevant fee(s) in full and attach proof of payment. **You must pay (fully) upfront for the service before your application will be considered.** The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. For centre-based applicant: your affiliate IPED organization must make the relevant payment on your behalf. We do not supply our payment details to centre based applicants for any form of payment/request – except in exceptional circumstances.
* **Do not insert picture(s) into this form. Send supporting doc(s) as separate attachment(s).**

**Who can use this form?**

Centre based applicants **√**

Please complete this form and hand it over to your centre of study, together with the relevant supporting document/s for onward submission to IPED (UK). The centre of study must submit this form for the applicant. The student must *not* submit this form directly to IPED (UK). Centre is to submit form to [info@ipeduk.com](mailto:info@ipeduk.com).

Private candidates **X**

Any individual who is not applying through a centre is deemed to be a private candidate/applicant. Such applicant must visit the IPED (UK) website and follow the IPED student admission procedure. We will confirm the applicant’s exemption/s (if applicable) in his/her offer letter or invoice. An offer letter is issued to a student applying to study on distance learning whereas an invoice is issued to a student applying to study at a centre.

Private candidates are not to use this form to apply for exemption\*

**Processing time**

**Up to 15 working days:**

* For a correctly and fully completed application form accompanied with the correct supporting document(s) and correct application fee.
* For a straightforward application where we are familiar with or easily understand the applicant’s previous qualification(s) and/or where we do not need to contact the respective awarding or examining organization for further information about the applicant’s qualification(s).

**Up to 30 working days:**

* For an application which is not straightforward where we are not familiar with or do not easily understand the applicant’s previous qualification(s) and/or where we need to contact the respective awarding or examining organization for further information about the applicant’s qualification(s).

Registration tip:

* You can register higher level modules as single subject diplomas (not as complete programmes) as your application is being considered. When your application is approved you can consolidate the single subject awards you hold into a higher-level complete diploma award.

**Part A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal details** | | | |
| Full name |  | | |
| Address |  | | |
| Your IPED centre |  | Address of centre |  |
| IPED student reg. no. (if you have one) |  | Tel |  |

**Part B**

**Subject for subject exemption application only**

Please complete Part B only if you are applying for subject for subject exemption. If you are not applying for subject for subject exemption, please go to Part C; leave Part B blank. Once you have finished completing this part (if applicable) please complete part D only. Do not complete Parts B and C on the same form. Your application will be rejected if you complete both parts on the same form.

|  |  |  |  |
| --- | --- | --- | --- |
| **What IPED subject(s) or module(s) do you want to be exempted from?** | | **What is its code?** | **Fee (£)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Total fees payable | | |  |

**Part C**

**Level for level (or programme for programme) exemption application only**

Please complete Part C only if you are applying for Level for level (or programme for programme) exemption. Once you have finished completing this part please complete part D only. Do not complete Parts B and C on the same form. Your application will be rejected if you complete both parts on the same form.

**Reminder:** (-) Use separate forms for separate levels of the courses as relevant. Your request will not be considered if you “squeeze” separate levels of courses into one form. (-) Use separate forms if you are applying for exemptions for different courses. Your request will not be considered if you “squeeze” different courses into one form.

|  |  |  |
| --- | --- | --- |
| **What IPED programme do you want to be exempted from?** E.g. Oil and Gas Management |  | |
| **What level of the programme do you want to be exempted from?** E.g. Level 4 Diploma  **Please indicate only one level per application. If you need exemption for more than one level please complete a new form and accompany it with the relevant supporting document(s) and fee.** |  | |
| **What pathway does your application relate to (if applicable)?**  Is it professional or academic pathway? If you are in doubt about the pathway please check from the IPED website. If there is no option for professional or academic pathway for that programme, please leave blank. |  | |
| **Have you accompanied your application with the relevant graduation certificate and transcript(s) or statement(s) of results to enable us make the exemption decision as you have requested?**  Graduation certificate submitted without accompanying transcript(s) or statement(s) of results will not be considered on its own.  Transcript(s) or statement(s) of results submitted on their own will not be considered. If you do not have your graduation certificate, please apply under Part B of the form; subject for subject exemption application and pay the relevant fee. |  | |
| **What previous award do you hold on which basis you are applying for the exemption?** E.g. Level 3 Certificate in Oil and Gas Management. |  | |
| **What subjects have you successfully completed under that award?** | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
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| 14 |  |
| 15 |  |
| 16 |  |
| 17 |  |
| 18 |  |
| 19 |  |
| 20 |  |
|  |  |
| **What is the name and address of the examining or awarding organization for that award?** |  | |

**Part D**

**To be completed by all applicants.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you attached all the relevant supporting document(s)? Please place an **X** | | | Yes | |  | No |  |
| If No please provide reason(s) | | | | | | | |
|  | | | | | | | |
| Signature |  | Date | |  | | | |