



Chartered  
Institute of  
Arbitrators

**CI Arb**

# FEE SHEET

This fee sheet is valid between January 2010 to December 2010

CI Arb Education Team, Chartered Institute of Arbitrators, International Arbitration and Mediation Centre,  
12 Bloomsbury Square, London, WC1A 2LP

• T + 44 (0)20 7421 7439 • F +44 (0)20 7404 4023 • E [education@ciarb.org](mailto:education@ciarb.org)

Please note that the correct fee must be submitted with the relevant registration / resit form in order for CI Arb to process any submission.

Payment will be accepted in any of the following forms: debit or credit card, cheque, bank draft or bank transfer. For payments in currencies other than in Pound Sterling, the equivalent of £15 must be added to cover bank charges.

CI Arb accepts payment in instalments. Please contact the Education and Training team for further details on the payments to be made through instalments.

## COURSE REGISTRATION FEE

The course registration fee includes registration onto the course, tuition, access to study materials and support and entry to the first attempt of the assessment(s).

This applies to all courses except for the Diploma in International Commercial Arbitration, where study materials have to be bought separately by the candidate.

## RESIT FEE

The resit fee is charged per assessment, and includes a further attempt of an assessment should a candidate be unsuccessful in a previous attempt.

## POSTPONEMENT FEE

The postponement fee is an administration charge of 50% + VAT of the course fee should a candidate wish to **transfer registration of a course** to a later date.

The postponement fee is an administration charge of 50% + VAT of the assessment fee should a candidate wish to **transfer registration of an assessment** to a later date.

## CANCELLATION FEE

All cancellations to registration of courses must be received in writing to [education@ciarb.org](mailto:education@ciarb.org). Cancellation charges apply as follows:

- If a registration is cancelled within 1-28 days, 100% of the course fee + VAT will be due and payable.
- If a registration is cancelled after 28 days, 50% of the course fee + VAT will be due and payable.

If the Institute has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course.

## ADMINISTRATIVE CHECK

A candidate may request an administrative check if they feel they have been unsuccessful in an examination or assignment and there is reason to believe that there may have been a clerical or administrative error in computing or notifying the correct result.

## APPEAL

A candidate may request an appeal if they feel they have been unfairly treated through one of the following means:

- Unfair consideration of the mitigating circumstances;
- Unfair practice in the conduct of the examination, assignment or assessment process;

- Unfair conduct by an assessor or in application of the assessment process.

Candidates who expect to pass an examination, assignment or assessment or consider that the preparation they carried out to warrant a pass are insufficient grounds to request an appeal. An administration charge of £375 + VAT is payable by the candidate.

<b>SCHEDULE OF COURSE REGISTRATION AND RESIT FEES</b>		
<b>MEDIATION</b>	<b>Course Registration Fee</b>	<b>Resit Fee</b>
<b>Introduction Module</b> – Mediation	£499 + VAT	Assignment – £80 + VAT
<b>Introduction Module</b> – Commercial Dispute Resolution	£949 + VAT	Assignment – £80 + VAT
<b>Module 1</b> – Commercial Mediation Training	£2595 + VAT	N/A
<b>Module 2</b> – Commercial Mediation Accreditation Assessment	£1295 + VAT	£1295 + VAT
<b>Workplace Mediation Accreditation Assessment</b>	TBC	TBC
<b>Module 3</b> – Law for Mediators	£1549 + VAT	Assignment – £80 + VAT Examination – £140 + VAT
<b>Module 4</b> – Mediation Theory	£549 + VAT	£549 + VAT
<b>ARBITRATION</b>	<b>Course Registration Fee</b>	<b>Resit Fee</b>
<b>Introduction Module</b> – Arbitration	£499 + VAT	Assignment – £80 + VAT
<b>Introduction Module</b> – Commercial Dispute Resolution	£949 + VAT	Assignment – £80 + VAT
<b>Module 1</b> – Law of Obligations and Civil Evidence	£1549 + VAT	Assignment – £80 + VAT Examination – £140 + VAT
<b>Module 2</b> – Law of Arbitration	£999 + VAT	Assignment – £80 + VAT Examination – £140 + VAT
<b>Module 3</b> – Practice, Procedure, Drafting and Deciding	£1549 + VAT	Assignment – £80 + VAT Examination – £280 + VAT Workshop – £680 + VAT
<b>Module 4</b> – Award Writing	£999 + VAT	Assignment – £330 + VAT Examination – £330 + VAT
<b>Accelerated Route to Membership</b>	£999 + VAT	Assignment – £80 + VAT Examination – £140 + VAT Workshop – £680 + VAT
<b>Accelerated Route to Fellowship</b>	£1549 + VAT	£1549 + VAT
<b>INTERNATIONAL ARBITRATION</b>	<b>Course Registration Fee</b>	<b>Resit Fee</b>
<b>Introduction Module</b> – International Arbitration	£499 + VAT	Assignment – £80 + VAT
<b>Introduction Module</b> – Commercial Dispute Resolution	£949 + VAT	Assignment – £80 + VAT
<b>Module 1</b> – Law of Obligations and Civil Evidence	£1549 + VAT	Assignment – £80 + VAT Examination – £140 + VAT
<b>Module 3</b> – Practice, Procedure, Drafting and Deciding	£1549 + VAT	Assignment – £80 + VAT Examination – £280 + VAT Workshop – £680 + VAT
<b>Module 4</b> – Award Writing	£999 + VAT	Assignment – £330 + VAT Examination – £330 + VAT
<b>Accelerated Route to Fellowship</b>	£1549 + VAT	£1549 + VAT
<b>Diploma in International Commercial Arbitration</b>	£4999 + VAT	Examination – £280 + VAT
<b>ADJUDICATION</b>	<b>Course Registration Fee</b>	<b>Resit Fee</b>
<b>Introduction Module</b> – Adjudication	£499 + VAT	Assignment – £80 + VAT
<b>Introduction Module</b> – Commercial Dispute Resolution	£949 + VAT	Assignment – £80 + VAT
<b>Module 1</b> – Law of Obligations and Civil Evidence	£1549 + VAT	Assignment – £80 + VAT Examination – £140 + VAT
<b>Module 2</b> – Law of Adjudication	£999 + VAT	Assignment – £80 + VAT Examination – £140 + VAT
<b>Module 3</b> – Practice, Procedure, Drafting and Deciding	£1549 + VAT	Assignment – £80 + VAT Examination – £280 + VAT Workshop – £680 + VAT
<b>Accelerated Route to Fellowship</b>	£1549 + VAT	Assessment – £330 + VAT