

Fee Terms and Conditions 2021



CI Arb
evolving to resolve

1. COURSE REGISTRATION AND FEE

The course registration fee includes registration on to any physical or virtual course, tuition and access to study materials for the specific course the candidate is registering for. Candidates may, for some courses, have to make a separate registration and pay a separate fee for the assessment.

Certain CI Arb courses, such as the Accelerated Route programmes and Diploma courses, have entry criteria and applicants will need to submit evidence that they meet these. This will be requested on the CI Arb website. Acceptance will be confirmed by a member of the Education & Training Department if the candidate meets the necessary entry requirements. Once admitted, candidates will need to pay for the course online.

Access to course materials will be provided 2 weeks prior to the course start date on the condition that 70% of the course fee has been paid. Candidates will be required to pay any outstanding balance owed before the start of the course. Candidates who do not settle any outstanding fees before the start of the course will be removed from the course.

Unless a course is being paid for by a company in the EU that is VAT registered, and the VAT registration number is provided, VAT must be paid by all candidates.

2. ASSESSMENT CENTRE

For some CI Arb physical and virtual courses, candidates are registered onto the course, but have to register and pay separately for assessments. This is mentioned on CI Arb's training website. Unless otherwise specified, for example, if an assessment is conducted online, candidates will be registered to take assessments at CI Arb's Headquarters at Bloomsbury Square in London, UK. However, it is possible to take assessments elsewhere, for example, at a CI Arb Branch or a special assessment centre. Candidates who wish to sit an assessment at a CI Arb Branch or a special assessment centre should alert the Institute at least four weeks prior to the assessment and may be required to pay additional local charges for invigilation and facilities. It is the responsibility of the candidate to make their own arrangements in this case. CI Arb will not be held accountable.

3. SPLIT PAYMENTS

CI Arb offers split payment options on certain courses. Split payments are offered in 3 instalments (instalment one 50%, instalment two 20% and instalment three 30%). The first instalment must be paid upon registration in order to secure a place on the course. 70% of the course fee must be paid in order to receive the course materials 2 weeks prior to the course start date. The remaining course fee must be paid before the course start date in order to participate and attend the course. It is the candidate's responsibility to ensure that the payments are made regularly and on time.

For more information on whether your course is suitable for split payments, please contact the Education & Training department at education@ciarb.org

4. PAYMENT OPTIONS

CI Arb accepts payments in the following ways:

- Debit or credit card through online purchase or processed via our Education & Training Department Tel: 020 7421 7439
- Cheque (your cheque must be made payable to CI Arb)
- Bank Draft or Bank Transfer to the account:
The Chartered Institute of Arbitrators
Sort Code: 40-05-03

Account Number: 31288784

For international payments:

IBAN: GB38MIDL40050331288784

Branch Identifier Code: MIDLGB2115N

Note: The candidates name and the course name must be quoted in the bank transfer reference.

For payments in currencies other than in Pound Sterling, the equivalent of £15.00 must be added to cover bank charges.

5. CANCELLATION FEE

Generally, cancellation of any physical or virtual course or physical or online assessment must be made in writing to the Education & Training Department at education@ciarb.org. The below cancellation charges will apply to any cancellation.

If a registration is cancelled within 1-28 days of the course or assessment commencing, 100% of the course or assessment fee will be payable.

If a registration is cancelled before 28 days of the course or assessment commencing, 50% of the course or assessment fee will be payable.

Where the Education & Training Department cancels a course or assessment, candidates will be provided with a full refund or the opportunity to transfer their registration and fee to the next cohort.

In view of COVID-19, if a physical course is assessed as safe to proceed in light of the UK government position on COVID-19 and course registration is cancelled within 1-28 days of the course or assessment commencing, 100% of the course or assessment fee will be payable.

In such circumstances, if course registration is cancelled before 28 days of the course or assessment commencing, 50% of the course or assessment fee will be payable.

The Education & Training Department will monitor the UK government's position routinely and may decide to move a physical course virtually. In these circumstances, fees will be reassessed, and any partial refunds issued, and the above conditions will apply to amended fee.

If the Education & Training Department cancels a physical or virtual course or physical or online assessment, candidates will be provided with a full refund or the opportunity to transfer their registration and fee to the next cohort.

6. DEFERRAL FEE

Candidates may defer a physical or virtual course on the condition that the Education & Training Department is notified in writing before the course start date.

The candidate will be offered an enrolment onto the next cohort only. Any outstanding course fees must be settled before the start of the deferred course. Where a candidate requests a course deferral before the start of the course, an administration charge of £250.00 is payable to secure the deferral.

If a candidate needs to defer an assignment, examination and/or workshop the fee to do so is 50% of the resit fee. Please see the Fee table below for pricing information.

The candidate will be required to submit a completed deferral form and settle any deferral fee in full before confirmation of their course, assignment, examination and/or workshop deferral is confirmed. As with all of the terms and conditions in this document, the Candidate Regulations apply to deferrals too. In particular, a maximum of 3 deferrals on any enrolled course, assignment, examination and/or workshop is permitted. Candidates can request a copy of the Candidate Regulations from the Department of Education & Training.

For more information regarding deferrals please email education@ciarb.org

7. EXTERNAL COURSE EXAMINATION AND ASSESSMENTS ONLY

Where a candidate has studied with a CIARB recognised course provider (RCP) and wishes to take a CIARB assessment, they will be charged the relevant CIARB assessment fee.

This option is not available for Accelerated Route assessments.

Please note that ALL assessments as set out in the Course Information Sheets must be passed to achieve recognition by CIARB.

8. APPEAL FEE

Under the Candidate Regulations, a candidate may appeal if they feel they have been unfairly treated through one of the following means:

- Unfair practice in the conduct of the examination, assignment or assessment process.
- Unfair conduct by an assessor or in application of the assessment process.

An appeal fee of £375.00 + VAT is payable by the candidate when submitting an appeal and they will also need to submit a completed appeal form together with supporting evidence. Under the Candidate Regulations, 'in the event the appeal is upheld, the Examinations Board will determine the level of the appeal fees to be refunded to the candidate'.

Please note, all appeals are subject to the Candidate Regulations. The only grounds on which an appeal can be based are those contained in the CIARB Candidate Regulations. For more information regarding the process for an appeal please email education@ciarb.org

9. REPLACEMENT OR ADDITIONAL CERTIFICATES

Candidates who require additional or replacement certificates will be charged an administration fee of £30.00 per certificate order.

Please contact the Education & Training Department at education@ciarb.org on any questions arising from these terms and conditions.

NEW PATHWAY

*Candidates who re-sit an element of a course can only attend the tutorial nearest to their assignment/exam date.

	COURSE REGISTRATION FEE	DEFERRAL FEES	RESIT FEES *
ALTERNATIVE DISPUTE RESOLUTION			
Introduction to ADR	£330 + VAT	Course - £250 Online assessment – £39.50 + VAT	Course – £330 + VAT Online assessment – £79 + VAT
Online Introduction to ADR	£30 + VAT	Online assessment – £39.50 + VAT	Online assessment - £79 + VAT
MEDIATION			
Introduction to Mediation	£330 + VAT	Course - £250 Online assessment – £39.50 + VAT	Course – £330 + VAT Online assessment - £79 + VAT
Module 1 Training & Assessment	£3300 + VAT	Course - £250	Course - £3300 + VAT
Module 2 Law of Obligations	£1100 + VAT	Course - £250 Examination - £142.50 + VAT	Course – £1100 + VAT Examination – £285 + VAT
Module 1 Assessment only	£1300 + VAT	Assessment - £650 + VAT	Assessment - £1300 + VAT
Module 3 Mediation	£550 + VAT	Course - £250	Course - £550 + VAT
CONSTRUCTION ADJUDICATION			
Introduction to Construction Adjudication	£330 + VAT	Course - £250 Online assessment – £39.50 + VAT	Course – £330 + VAT Online assessment – £79 + VAT
Module 1 Law Practice and Procedure of Construction Adjudication	£1100 + VAT	Course - £250 Examination - £72.50 + VAT	Course – £1100 + VAT Examination – £145 + VAT

Module 2 Law of Obligations	£1100 + VAT	Course - £250 Examination - £142.50 + VAT	Course – £1100 + VAT Examination – £285 + VAT
Module 3 Decision Writing	£1100 + VAT	Course - £250 Examination - £170 + VAT	Course – £1100 + VAT Examination – £340 + VAT
Accelerated Route to Membership	£1250 + VAT	Course - £250 Assignment – £40 + VAT Examination – £72.50 + VAT Workshop – £340 + VAT	Course – £1100 + VAT Assignment – £80 + VAT Examination – £145 + VAT Workshop – £680 + VAT
Accelerated Route towards Fellowship	£1600 + VAT	Course - £250 Examination – £170 + VAT	Course – £1600 + VAT Examination – £340 + VAT

DOMESTIC ARBITRATION			
Introduction to Domestic Arbitration	£330 + VAT	Course - £250 Online assessment – £39.50 + VAT	Course – £330 + VAT Online assessment – £79 + VAT
Module 1 Law Practice and Procedure of Domestic Arbitration	£1100 + VAT	Course - £250 Examination - £72.50 + VAT	Course – £1100 + VAT Examination – £145 + VAT
Module 2 Law of Obligations	£1100 + VAT	Course - £250 Examination - £142.50 + VAT	Course – £1100 + VAT Examination – £285 + VAT
Module 3 Award Writing	£1100 + VAT	Course - £250 Examination - £170 + VAT	Course – £1100 + VAT Examination – £340 + VAT
Accelerated Route to Membership	£1250 + VAT	Course - £250 Assignment – £40 + VAT Examination – £72.50 + VAT Workshop – £340 + VAT	Course – £1100 + VAT Assignment – £80 + VAT Examination – £145 + VAT Workshop – £680 + VAT
Accelerated Route towards Fellowship	£1600 + VAT	Course - £250 Examination – £170 + VAT	Course – £1600 + VAT Examination – £340 + VAT
INTERNATIONAL ARBITRATION			
Introduction to International Arbitration	£330 + VAT	Course - £250 Online assessment – £39.50 + VAT	Course – £330 + VAT Online assessment – £79 + VAT

Module 1 Law Practice and Procedure of International Arbitration	£1100 + VAT	Course - £250 Examination - £72.50 + VAT	Course – £1100 + VAT Examination – £145 + VAT
Module 2 Law of Obligations	£1100 + VAT	Course - £250 Examination - £142.50 + VAT	Course – £1100 + VAT Examination – £285 + VAT
Module 3 Award Writing	£1100 + VAT	Course - £250 Examination - £170 + VAT	Course – £1100 + VAT Examination – £340 + VAT
Diploma in International Commercial Arbitration	£5575 + VAT	Course - £250 Examination (Part 1) - £72.50 + VAT Examination (Part 2) - £170 + VAT	Course - £6000 + VAT Examination (Part 1) - £145 + VAT Examination (Part 2) - £340 + VAT
Accelerated Route to Membership	£1250 + VAT	Course - £250 Assignment – £40 + VAT Examination – £72.50 + VAT Workshop – £340 + VAT	Course – £1250 + VAT Assignment – £80 + VAT Examination – £145 + VAT Workshop – £680 + VAT
Accelerated Route towards Fellowship	£1600 + VAT	Course - £250 Examination - £170 + VAT	Course – £1600 + VAT Examination – £340 + VAT

OLD PATHWAY

**COURSE
REGISTRATION FEE**

DEFERRAL FEES

RESIT FEES *

CONSTRUCTION ADJUDICATION			
Module 4 Construction Adjudication	N/A	Assignment – £165 + VAT Examination – £165 + VAT	Assignment – £330 + VAT Examination – £330 + VAT
DOMESTIC ARBITRATION			
Module 4 Domestic Arbitration	N/A	Assignment – £165 + VAT Examination – £165 + VAT	Assignment – £330 + VAT Examination – £330 + VAT

INTERNATIONAL ARBITRATION			
Module 4 International Arbitration	N/A	Assignment – £165 + VAT Examination – £165 + VAT	Assignment – £330 + VAT Examination – £330 + VAT