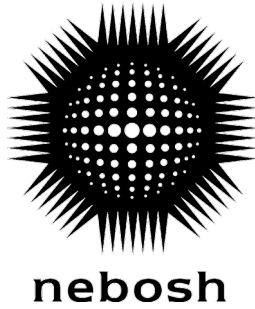


**STUDENT FEES LIST
Q&A Supplement**

**1 April 2018
to 31 March 2019**



**The National Examination
Board in Occupational
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The following Questions & Answers (Q&A) supplement should help you with any queries you may have about our Fees Schedule.

Q&As are divided into the following sections:

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Should you have any queries that are not answered here, please call our Customer Service Team on +44 (0)116 263 4700 or email info@nebosh.org.uk

1) ENROLMENT FEES

a) Which qualifications must students enrol for?

Students must enrol for the following NEBOSH qualifications:

- National Diploma in Occupational Health and Safety
- International Diploma in Occupational Health and Safety
- National Diploma in Environmental Management (2016 Specification)
- International Diploma in Environmental Management (2016 Specification)

Students do not need to enrol for:

- Award level qualifications
- Certificate level qualifications
- Diploma in Environmental Management (2010 Specification)

b) When should enrolment fees be paid?

Accredited Course Providers are responsible for ensuring that students are enrolled with NEBOSH. Enrolment fees must be paid to NEBOSH when enrolment details are submitted.

c) What if a student misses the enrolment deadline?

Please check with your NEBOSH Accredited Course Provider.

d) How much does it cost per student to enrol?

| | | |
|--|---|-----|
| National Diploma in Occupational Health and Safety | - | £60 |
| International Diploma in Occupational Health and Safety | - | £60 |
| National Diploma in Environmental Management (2016 Specification) | | £25 |
| International Diploma in Environmental Management (2016 Specification) | | £25 |

e) What if a student wants to transfer to a new Accredited Course Provider?

There is a fee of £25 for Diploma students who wish to transfer to a different Accredited Course Provider. To transfer Accredited Course Providers students must advise NEBOSH in writing with written confirmation of acceptance from their newly selected NEBOSH Accredited Course Provider.

2) STUDENT EXAMINATION FEES (AWARD LEVEL QUALIFICATIONS)

a) Do students have to register for each NEBOSH examination/assessment?

Yes. You must register for each examination/assessment with a NEBOSH Accredited Course Provider. Your Accredited Course Provider will then register you with NEBOSH.

b) What is the deadline for registration?

Please check with your NEBOSH Accredited Course Provider.

c) How much does it cost to register?

Each Award level qualification is made up of units.

The cost to register for the Award in Health and Safety at Work is £48 (HSW1 Workplace Safety Foundations is £24.50 and HSW2 Workplace Risk Assessment is £23.50) Successful students will receive an overall parchment on completion of both units.

The cost to register for the Environmental Awareness at Work (EAW1) is £24.50. Successful students will receive an overall parchment on completion.

The cost to register for the Award in Health, Safety and Environment in the Process Industries (HSEP1) is £42 for the single examination.

Students who successfully achieve the Award in Health, Safety and Environment in the Process Industries, can claim an exemption from unit HSW1 from the Award in Health and Safety at Work. Providing that they claim this within 2 years of completion.

d) What about re-sits? Will I have to register again?

Unlimited re-sits are allowed within the timescale set for the qualification. Students must register for re-sits as for any other examination/assessment. Normal registration fees apply.

e) I have registered for an examination/assessment but now wish to cancel. Can I have a refund?

In certain circumstances refunds are available. For more information please see our Refunds Policy and Procedure <https://www.nebosh.org.uk/policies-and-procedures/refunds-policy-and-procedure/>

f) Are fees and registrations transferrable to later sittings?

No. Currently NEBOSH is unable to transfer registrations.

g) Does NEBOSH invoice for registration fees?

No.

3) STUDENT EXAMINATION FEES (CERTIFICATE LEVEL QUALIFICATIONS)

a) Do students have to register for each NEBOSH examination/assessment?

Yes. You must register for each examination/assessment with a NEBOSH Accredited Course Provider. Your Accredited Course Provider will then register you with NEBOSH.

b) What is the deadline for registration?

Accredited Course Providers are responsible for registering students and will be able to confirm what the deadline date for registration is. Full payment must be received before registration can be accepted.

An additional facility to register students after the closing date for an existing standard sitting examination may be available. Please check with your NEBOSH Accredited Course Provider.

c) How much does it cost to register?

Most Certificate level qualifications are made up of three units. For example, the National General Certificate in Occupational Health and Safety is made up of - Management of Health and Safety (NGC1); Controlling Workplace Hazards (GC2); and Health and Safety Practical Application (GC3).

Units can be taken in any order and are assessed separately. However, all Certificate level practical applications should normally be taken within 14 days of the other two unit examinations.

Students receive a unit certificate for each unit they pass. If all units are passed within the timescale set (typically five years), then the full qualification is achieved.

If you register to take examined units, then the cost is £44 each. If you register to take a practical unit, then the cost of registration is £22. If you register to take all three units of a Certificate level qualification at the same sitting then the cost of registration is £110, if you register before the closing date.

If you have already achieved one of the examinable units of a Certificate level qualification, as part of another qualification, within the last five years, you need only register for, and take the remaining two units, so your registration fee will be £66.

The cost to register for the International Technical Certificate in Oil and Gas Operational Safety is £65.

The cost to register for the HSE Certificate in Process Safety Management is £85.

The cost to register for the Health and Safety Leadership Excellence qualification is £45.

d) What are 'standard sittings'?

NEBOSH sets a number of examinations on specific days in the year - quarterly for most Certificate level qualifications. These are known as 'standard sittings'. Standard examination dates are available

in the 'Qualifications' section of our website <https://www.nebosh.org.uk/qualifications/>

e) What are 'on demand sittings'?

Accredited Course Providers can request that examinations take place on different dates to the standard sittings. These are known as 'on demand sittings'.

f) Is the cost to register for an on demand sitting any different?

No. The fees per student are the same for a standard sitting.

g) What about re-sits? Will I have to register again?

Unlimited re-sits are allowed within the timescale set for the qualification. Students must register for re-sits as for any other examination/assessment. Normal registration fees apply.

h) I have registered for an examination/assessment, but now wish to cancel. Can I have a refund?

In certain circumstances refunds are available please. For more information please see our Refunds Policy and Procedure <https://www.nebosh.org.uk/policies-and-procedures/refunds-policy-and-procedure/>

i) Are fees and registrations transferrable to later sittings?

No. Currently NEBOSH is unable to transfer registrations.

j) Does NEBOSH invoice for registration fees?

No.

4) STUDENT EXAMINATION FEES (DIPLOMA LEVEL QUALIFICATIONS)

a) Do students have to register for each NEBOSH examination/assessment?

Yes. You must register for each examination/assessment with a NEBOSH Accredited Course Provider. Your Accredited Course Provider will then register you with NEBOSH.

b) Is registration different to enrolment?

Yes. Enrolled students must still register as students for individual examinations and assessments via their Accredited Course Provider.

c) What is the deadline for registration?

Accredited Course Providers are responsible for registering students and will be able to confirm what this date is for you. Full payment must be received before registration can be accepted.

d) How much does it cost to register?

Diploma level qualifications are made up of a number of units. For example, the National Diploma in Occupational Health and Safety is made up of 4 units - Managing Health and Safety (Unit A); Hazardous Agents in the Workplace (Unit B); Workplace and Work Equipment Safety (Unit C); and Application of Health and Safety Theory and Practice (Unit DNI).

Units can be taken in any order and are assessed separately. Students receive a unit certificate for each unit they pass. If all units are passed within the timescale set (typically five years), then the full qualification is achieved.

For the National Diploma in Occupational Health and Safety and the International Diploma in Occupational Health and Safety registration costs £82 per unit per student.

We have two specifications (2010 and 2016) of the National Diploma in Environmental Management running currently. Your NEBOSH Accredited Course Provider can advise which specification you are registered against.

The registration fees for the 2010 specification are £81 for Unit NED1 (written examination) and £48 for Unit NED2 (workplace-based project).

The registration fees for the 2016 specification are £82 for ED1 (written examination) and £75 for

NDEM2 (assignment).

For the International Diploma in Environmental Management (2016 specification) the registration fees are £82 for ED1 (written examination) and £75 for IDEM2 (assignment)

e) What about re-sits? Will I have to register again?

Unlimited re-sits are allowed within the timescale set for the qualification. Students must register for re-sits as for any other examination/assessment. Normal registration fees apply.

f) I have registered for an assessment, but now wish to cancel. Can I have a refund?

In certain circumstances refunds are available please. For more information please see our Refunds Policy and Procedure <https://www.nebosh.org.uk/policies-and-procedures/refunds-policy-and-procedure/>

g) Are fees and registrations transferrable to later sittings?

No. Currently NEBOSH is unable to transfer registrations.

5) LATE ENTRY REGISTRATION FEES

a) Can I register late for an Award, Certificate or Diploma level qualification?

No. However, please contact your NEBOSH Accredited Course Provider to discuss your options.

6) LATE ENTRY ENROLMENT FEES

a) I have missed the Enrolment deadline. Can I still enroll?

Please check with your NEBOSH Accredited Course Provider.

7) ENQUIRIES ABOUT RESULT (EARs) AND APPEALS

a) Can students enquire about results and appeal?

NEBOSH supports the right of students to enquire about a result and to appeal against the outcome of that enquiry. We have procedures in place to ensure that such enquiries and appeals are dealt with in a thorough and equitable manner.

If you believe a result does not match your reasonable expectations, the appropriate Enquiry About Result (EAR) form must be completed and sent to NEBOSH within one calendar month of the date of issue of the result. The necessary forms, together with further information about EARs and Appeals procedures, can be found in the '[Policies and Procedures](#)' section of our website.

b) Is there a charge to make an EAR and to appeal?

Yes. However, if a student has their unit result changed from a refer to a pass, or their qualification grade revised upwards as a result of an EAR, then the revised result will be issued and the enquiry fee along with any relevant re-registration fee already paid will be reimbursed.

c) How much does an EAR cost?

This depends on the type of EAR and the qualification you enquire about. There are two types of EAR:

Type 1 is a clerical check to ensure all parts of the script(s)/practical assessment/assignment/project have been marked and that marks have been totalled correctly.

Type 2 is a re-mark of script/s.

Manual re-mark of multiple choice examination answer sheet - £20 per unit

Type 1 EAR for all qualifications - £15 per unit

Type 2 EAR for Certificate level scripts (excluding HSL) - £75 per unit

| | | |
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| Type 2 EAR for HSL | - | £50 |
| Type 2 EAR for all Diploma level examination scripts | - | £75 per unit |
| Translation of examination scripts or practical application into English in preparation for Type 2 EAR | - | £POA |
| Type 2 EAR for Certificate level practical examinations | - | £75 per unit |
| Type 2 EAR for National/International Diploma assignments | - | £100 per assignment |
| Type 2 EAR for Environmental Diploma assignment | - | £75 |

d) What if I completed my examination script or practical application in a language other than English?

The practical application will need to be translated into English in order for us to conduct the EAR. An additional fee will be charged to cover the cost of translation.

Your examination script will already have been translated in order for it to be marked. The fee for translation of the script will only be charged if you are unhappy with the translation previously made, and want this to be checked as part of the EAR.

e) I have been through the EAR process, but I am not satisfied. How do I appeal?

If a student remains dissatisfied following the EAR process they may request an appeal. There are two stages to the appeal process. If the student remains dissatisfied following Appeal Stage 1, then they may choose to proceed to Appeal Stage 2. Please note that the appeals process does not automatically include a re-mark; it is a check to ensure that all processes were followed correctly.

Stage 1 - An investigation by a qualified NEBOSH staff member appointed by the NEBOSH Director of Assessment.

Stage 2 - A review by a panel of senior NEBOSH staff and an individual independent of NEBOSH.

f) How much does it cost to appeal?

| | | |
|----------------|---|------------------|
| Appeal Stage 1 | - | £120 per student |
| Appeal Stage 2 | - | £250 per student |

8) MALPRACTICE APPEAL FEES

a) I have been through the Malpractice process, and I am not satisfied. How do I appeal?

If a candidate remains dissatisfied following the malpractice process they may request an appeal. There are two stages to the appeal process. If the candidate remains dissatisfied following Appeal Stage 1, then they may choose to proceed to Appeal Stage 2.

Stage 1 - An internal review by a qualified NEBOSH representative not previously involved in the case.

Stage 2 - A review by a panel of senior NEBOSH staff and an individual independent of NEBOSH.

b) How much does it cost to appeal?

| | | |
|----------------|---|--------------------|
| Appeal Stage 1 | - | £120 per candidate |
| Appeal Stage 2 | - | £250 per candidate |

c) I have been through both appeal stages and remain dissatisfied. Is there anything else I can do?

You can request an Independent Review. This is a final review of the case by a panel of one or more representatives independent of NEBOSH, with the candidate and a NEBOSH representative present.

d) How much does an Independent Review cost?

It will cost you £500.

9) ENROLMENT EXTENSION APPEAL FEES

a) I have requested an enrolment extension which has not been granted, and I am not satisfied. How do I appeal?

If a candidate remains dissatisfied following the enrolment extension process they may request an appeal. There are two stages to the appeal process. If the candidate remains dissatisfied following Appeal Stage 1, then they may choose to proceed to Appeal Stage 2.

Stage 1 - An internal review by a qualified NEBOSH representative not previously involved in the case.

Stage 2 - A review by a panel of senior NEBOSH staff and an individual independent of NEBOSH.

b) How much does it cost to appeal?

Appeal Stage 1 - £120 per candidate

Appeal Stage 2 - £250 per candidate

10) MISCELLANEOUS FEES

a) I have lost my unit certificates and parchment for my NEBOSH qualification. Can these be replaced?

Yes we can replace lost, stolen or damaged documents. Please note we can only issue a replacement certificate/parchment in the name of the student as stated on the original result notification.

The fee to replace a certificate/parchment is £15 plus the following administration fees:

- within the UK & Ireland (North and South) £15
- outside of UK & Ireland (North and South) £40

A copy of the Replacement Certificate Policy can be found in the ['Policies and Procedures'](#) section of our website.

b) Can external organisations contact NEBOSH directly to verify what NEBOSH qualifications I hold?

We are happy to verify to an external organisation (such as employers, recruitment agencies and Higher Education institutions) which NEBOSH qualifications an individual holds. NEBOSH will not disclose marks achieved or verify unit exam results.

All requests should be made in writing to NEBOSH using the qualification verification request form.

Requests to confirm qualifications to external educational institutions or for emigration/visa purposes, where completion of external paperwork is required will be processed within 5 working days from receipt of the relevant documents. NEBOSH will if requested, disclose marks achieved or verify unit examination results. Authorisation from the candidate will be required. The following charges apply for this service:

- £25 fee for completing paperwork supplied by an external organisation or where a result transcript is not acceptable.
- Fee for secure postage - £15 UK, £40 overseas, where an email is not acceptable.

11) PAYMENT METHODS

a) What payment methods does NEBOSH accept for fees?

NEBOSH accepts cheques, all major credit and debit cards and BACS payments.

| | | |
|-----------------------|---|---|
| Cheque* | - | Should be made payable to NEBOSH. |
| Credit / Debit cards* | - | Details e.g. number, valid from, expiry, security code and issue number (Maestro/Solo cards only) can be given to NEBOSH by phone. We do not accept American Express. |
| BACS* | - | Contact NEBOSH on +44(0)116 2634700 or info@nebosh.org.uk |

*Please note NEBOSH is only able to accept payment in GBP