Dudley College of Technology AM2 Assessment Centre

Financial Terms and Conditions

1. Scope

These Financial Terms and Conditions apply to all candidates, employers, training providers, and third parties booking assessments through the Dudley College of Technology Assessment Centre (thereafter known as Dudley College).

2. Assessment Fees

2.1 All assessment fees, registration charges, certification fees, and any associated costs will be confirmed at the time of booking.

2.2 Fees are subject to periodic review and may be amended by Dudley College. Any fee changes will not apply to confirmed bookings for which an invoice has already been issued.

3. Payment in Advance

3.1 Full payment must be received and cleared in Dudley College's bank account prior to the assessment date.

3.2 Assessment bookings are considered provisional until payment has been received in full.

3.3 Dudley College reserves the right to refuse entry to any assessment where payment has not been received and validated within the timescales outlined below.

4. Payment Validation Requirements

To ensure sufficient time for payment processing and verification, the following payment conditions apply:

Assessment Date	Payment Due By	Validation Requirement
More than 14 calendar days away	Within 7 calendar days of invoice date	Payment must be received and verified before the assessment is confirmed
Between 7 and 14 calendar days away	No later than 7 calendar days before the assessment	Payment must be validated before joining instructions are issued
Less than 7 calendar days away	Immediately upon booking	Cleared funds and payment validation must be completed before the booking is accepted

4.1 Payments made by bank transfer should include the invoice number and candidate name as the payment reference.

4.2 Where payment is made close to the assessment date, Dudley College may request proof of payment. Submission of proof does not constitute confirmation of payment until cleared funds have been received.

4.3 Dudley College reserves the right to undertake reasonable checks to validate payment before confirming an assessment place.

5. Confirmation of Assessment Booking

5.1 An assessment place will only be confirmed once:

- A completed booking has been received;
- Any required documentation has been provided; and
- Full payment has been received and validated.

5.2 Confirmation of an assessment shall be issued in writing by Dudley College.

6. Non-Payment

6.1 Failure to make payment in accordance with these terms will result in the automatic cancellation of the assessment booking.

6.2 Candidates or organisations with outstanding balances will not be permitted to attend or sit any assessment.

6.3 Dudley College shall not be liable for any costs, losses, travel expenses, accommodation costs, business interruption, or consequential losses arising from the cancellation of an assessment due to non-payment.

6.4 Where an assessment is cancelled due to non-payment, a new booking will only be considered once all outstanding fees have been paid in full.

7. Rescheduling and Cancellation Requests

7.1 Requests to reschedule an assessment must be submitted in writing.

7.2 Any approved rescheduled assessment remains subject to these payment terms and conditions.

7.3 Where a candidate or organisation cancels an assessment, any refund will be subject to Dudley College's separate cancellation and refund policy.

8. Debt Recovery

8.1 Dudley College reserves the right to recover any outstanding amounts through its standard debt recovery procedures.

8.2 Any reasonable recovery costs incurred in pursuing overdue amounts may be added to the outstanding balance where legally permissible.

9. Acceptance of Terms

By booking an assessment through the Dudley College Assessment Centre, the candidate, employer, or sponsoring organisation confirms acceptance of these Financial Terms and Conditions and agrees to comply with all payment requirements prior to the assessment taking place.