

### IPDS PAYMENT DETAILS

A fee of **£200** should be attached to your form, reference of BACS payment or credit card payment.

If you choose to pay by credit card, please enclose the credit card payment form or phone 020 75435678.

BACS details: Lloyds TSB Covent Garden, Sort code 30-92-32, Account 00786252.

Cheques should be made payable to "CIPFA".

### WITHDRAWAL & REFUND POLICY

If you decide to withdraw your Portfolio **before the deadline** for the entry forms:

- You can receive a full refund of your IPDS Submission fee of £200, or
- your IPDS submission fee can be 'rolled-over' to the next IPDS cycle, but only if you are definitely going to submit your Portfolio in the next cycle and this can only be 'rolled-over' once!

If you decide to withdraw your Portfolio **after the deadline** for the entry forms **but 28 days before** the deadline to submit your IPDS portfolio:

- You can receive a 50% refund of your IPDS submission fee.

If you decide to withdraw your Portfolio **within 28 days** of the deadline to submit your IPDS portfolio:

- You will receive no refund.

If for medical reasons or other extenuating circumstances a student withdraws or is not able to submit their IPDS Portfolio, a 75% refund of the IPDS submission fee may be made if medical documentation is supplied.