



INSTITUTION FOR INTERNATIONAL COMMUNICATION, INC.

1. Timing

Examinations can start at 10:00 or 14:00 (**Japan local time**), **Monday to Friday**, Candidates should arrive 30 minutes prior to the start of their actual exam in order for Examinations staff to brief them on the examination regulations.

2. Fees per candidate

Administrative Fee per candidate: **¥21,600** (¥20,000 + 8% consumption tax) - **Non-refundable/Non-transferable**

candidate:

Fee per paper: **¥10,800** (¥10,000 + 8% consumption tax) -

Total local fee (examples)	
One Paper:	¥32,400 = ¥21,600 + ¥10,800
Two Papers:	¥43,200 = ¥21,600 + (¥10,800 x 2)
Three Papers:	¥54,000 = ¥21,600 + (¥10,800 x 3)

N.B. Paper-based exams can only be administered.

Additional charges may be incurred for: Off-site examination hall hire (at cost price)

Payment should be made by BANK TRANSFER to the following account as soon as presenting entry form to IIC.

Final deadline for the payment to IIC is on **25th January, 2017**. Once deposit is confirmed, IIC will issue a single validation code for you to complete the online entry. (This may not apply for those enrolling the examination by paper based entry form)

Resona Bank, Ltd.
Tamatsukuri Branch
Saving Account (Futsu)
No. 2028985

(株) 国際コミュニケーション研究所

Reminders when transferring money:

- 1. Please type your name (payer's name) if you transfer money at ATM.**
- 2. Please note that you are responsible for all bank charges.**

EXAMINATIONS SERVICES, JAPAN

Conditions for Administration of Examinations

(For private candidates/University of London) With effect from 1 Dec, 2016



INSTITUTION FOR INTERNATIONAL COMMUNICATION, INC.

*If you are making payment from overseas, please contact us before you make payment because there is a special account set up for our overseas customers.

*This document and your original bank transfer slip is your receipt and proof of payment, we will not issue a separate receipt.

3. Cancellation and local fee refunds policy

Candidates are expected to notify any cancellation to the Institute for International Communication, inc. (IIC), Japan in writing as soon as possible.

- Administrative fees are non-refundable and non-transferable
- Claims for a refund of the local fee per paper will only be accepted if:
 - a. you cancel your exam(s) by 31 March, 2017 via e-mail **OR**
 - b. if the university rejects the candidate's examination application

*Please be noted that bank transfer charge will be deducted from the total amount of refund.

4. Included in these charges

Receipt and storage of examination paper/Arrangements for room hire and invigilation/
Invigilator's fees/Informing the candidates of the arrangements for the examination/
Charges for the return of answer scripts to the university/institution

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INSTITUTION FOR INTERNATIONAL COMMUNICATION, INC.

Please complete this form and return it by post or fax to:

IIC Examination

Institute for International Communication, Inc.

1-3-16 Kyotomi Bldg. 8th floor,

Sonezakishinchi, Kita-ku, Osaka 530-0002

Fax to: +81 (0) 6-4308-5759

I hereby certify that I have fully understood the IIC's terms and conditions for administration of examinations above, including **3.Cancellation and local fee refunds policy**, and agree to be bound by them.

YES NO

Name (please print):

Name of Institution/

Exam Board:

Your phone number:

Your email address:

Current Address:

Date:

Signature:

Disclaimer: The IIC and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The IIC's liability will be limited to the refund of the administrative/ paper fees or retesting at a later date.