

## **CFA UK Invoicing policy**

CFA UK reserves the right to amend the examination entry fees from time to time. Fees are reviewed annually with regular increases that are typically slightly ahead of the rate of inflation to reflect the cost of operating and investing in the qualification. Each fee paid entitles a candidate to one exam sitting.

### **Independent candidates**

- 1.1 For independent candidates, payments can be made online using a credit or debit card or separately via a bank transfer. CFA UK does not issue invoices to individual candidates for qualification registration fees. CFA UK qualifications are exempt of VAT. A receipt will be despatched on request.
- 1.2 Payments from individual candidates via a credit card are not subject to a surcharge.
- 1.3 All purchases and payments made are recorded in the customer record.
- 1.4 Candidates will receive a payment receipt via email which also confirms the booking.

### **Training providers**

- 2.1 Training providers with a credit account pay via invoice. Invoices are raised at the end of each calendar month and dispatched by second class post.
- 2.2 All payments are due within 30 days of the invoice date.
- 2.3 The invoice provides a full breakdown of all charges for each product / service.
- 2.4 Electronic records of invoices are retained for a minimum of six years.