

3. Diploma Programme

3.1 Fees

The following sections describe the fees applicable to the Diploma Programme (DP).

These are:

- by-request service fees.

The annual school fee is described in section 1.3.

3.1.1 Candidate assessment fees

There are two candidate assessment fees.

1. The candidate subject fee
2. The core fees

In return, schools receive:

- *Diploma Programme Assessment procedures* for coordinators and teachers
- access to IB Answers
- access to the IB information system (IBIS) for tasks necessary to administer candidate registration and assessment
- a range of teacher feedback, including selected subject reports for each examination session.

Candidates receive:

- comprehensive assessment using a wide range of assessment methods, including moderated internal assessment and externally marked examinations
- assessment by an international team of examiners and moderators, overseen by independent chief examiners
- clerical checking of assessment material to ensure administrative accuracy

- accommodation, where appropriate (for candidates with assessment access requirements and where detailed consideration of individual special circumstances is given)
- access to results on the day of publication via a dedicated and secure website
- printed *IB Diploma*, *IB Diploma Programme Results* or *DP Course Results* (depending on results)
- up to six free requests to transmit results to universities and admissions centres worldwide.

3.1.2 Subject fee

The subject fee is paid for each assessed subject taken by an individual candidate, regardless of the date that the subject is registered.

3.1.3 Core fees

There is no fee for theory of knowledge (TOK), the extended essay (EE) or creativity, activity, service (CAS) when first taken as part of the full diploma (D), regardless of whether the candidate anticipated one or more subjects. However, a diploma (D) candidate retaking a core element will incur a fee for each element that is retaken.

Course (C) candidates who wish to register for TOK, the EE or CAS will incur a fee for each core element that is taken. A candidate registered for the diploma (D) who subsequently changes to the course (C) category will incur a core fee for each core element for which the candidate remains registered.

A different fee amount is applicable for the registration of each core element. The amounts have been determined based on the administration involved.

3.1.4 Late subject fees

A late subject fee is applied for the registration of any subject or amendment to a subject, level or response language after the registration deadline. This includes the registration of, or amendment to, TOK or an EE. A new candidate registration for a session after the registration deadline will incur both a subject fee and a late subject fee for each subject registered. Additionally, a new candidate registration after the registration deadline will incur both a core fee and a late subject fee for each core element registered, unless the candidate is a diploma (D) category candidate, in which case only the late subject fee is applied.

Owing to the additional administration involved, subject registrations or amendments after the late registration period are charged at a significantly higher rate. The fee is charged for each amendment to a candidate's subject details. For example, a change of level for a subject would result in a fee being payable, although a change to a candidate's subject, level and response language, all made at the same time, would result in only one fee being payable.

If a new subject is added for a candidate after the registration deadline, this will incur both a subject fee and an amendment fee for each subject registered. As stated above, the late subject fee increases after the late registration period.

A diploma (D) or course (C) candidate who is retaking one or more subjects six months after their last session will not incur late subject fees for registrations or amendments made before the six-month retake deadline. To avoid paying the late subject fees, candidates from a November session must be registered by **29 January** for the following May session, and candidates from a May session must be registered by **29 July** for the following November session. If such candidates are registered after these dates, the late subject fee after the late registration period is applicable.

There is no late fee for:

- withdrawing a candidate from a subject
- withdrawing a candidate from an examination session
- amending a candidate's personal details
- changing a candidate's registration category.

There is no amendment fee for changes to a candidate's personal details. A candidate's personal details, such as the spelling of their name, cannot be changed after the issue of results.

3.1.5 Payment of the subject, core and late subject fees

For candidate registrations made by the registration deadline, an invoice is sent to schools from the IB Global Centre, Singapore, a few days after this date. If amendments and/or additions are subsequently made, further invoices will be sent when necessary.

Payment for subject, core and late subject fees should be made as detailed in section 5.

3.1.6 Refund of subject and core fees

If a candidate withdraws from one or more subjects and/or core elements between the registration deadline and the end of the late registration period, the school will be refunded for the subject and/or core fee that had been charged. If a candidate fully withdraws from the session between the registration deadline and the end of the late registration period, the school will be refunded for all subject and/or core fees that had been charged. However, when a candidate withdraws from individual subjects and/or core elements or withdraws from the session completely, the registration fee and any late subject fees will not be refunded to the school (only applicable if retaking when original session was prior to November 2019 session).

If a candidate has registered to retake a subject in a future session and subsequently receives an increased or decreased grade for the subject as a result of an enquiry upon results request in the current session, a refund of the retake subject fee can be given if the candidate withdraws from the subject in the future retake session. This refund can be given regardless of whether the late registration period has passed. If the candidate decides to withdraw from the future retake session entirely, a refund of all applicable subject fees can be given.

If a school has made a duplicate payment in error and there are no billings outstanding for payment, a request for a refund can be submitted to the credit control office at the IB Global Centre, Singapore.

3.1.7 Non-refund of late subject fees

For all registrations that exist after the registration deadline, any late subject fees that have been charged on IBIS, regardless of whether an invoice has been issued, must be paid by the school.

The full payment must be made, regardless of whether one or more candidates subsequently withdraw from the examination session.

3.1.8 By-request service fees

The IB offers a number of optional services that schools can request when needed. For the DP, the by-request services are:

- the enquiry upon results service

- the legalization of results documents
- replacement *IB Diploma, IB Diploma Programme Results* or *DP Course Results* for candidates who have mislaid the original documentation
- sending results to universities or admissions centres (in excess of the six free requests). See section C8.1.3 in *Diploma Programme Assessment procedures* for further details.

A fee is charged for each of these additional services. A school may receive invoices throughout the year, according to when fees are incurred for these services.

3.1.9 Enquiry upon results

The fee is charged according to the category of enquiry requested. No fee is charged if the enquiry results in a change of grade for a category 1 enquiry. If a report on a category 1 re-mark is requested on behalf of the candidate, a fee is payable. See section C8.3.12 in *Diploma Programme Assessment procedures* for further details.

3.1.10 Legalization of diploma results

There are standard fees for the legalization of each diploma (for each single document and/or each consulate country), which are listed on the scale of fees (see section 3.8). The school will receive an invoice for the amount owed to the IB. The cost of the courier service is paid by the IB provided that the deadline for submitting the legalization requests is met. See section C8.5 in *Diploma Programme Assessment procedures* for further details.

3.1.11 Replacement *IB Diploma, IB Diploma Programme Results* or *DP Course Results*

Requests for a replacement *IB Diploma, IB Diploma Programme Results* or *DP Course Results* must be sent to the Assessment Division, IB Global Centre, Cardiff, by email (replacementdocs@ibo.org). The fees also apply if replacements are required because the school's legal name has changed. See section C8.6 in *Diploma Programme Assessment procedures* for further details.

3.1.12 Issue of results to universities and admissions centres

For each candidate, the issue of results to a maximum of six universities or admissions centres will be sent without charge providing the requests are made by **1 July/1 January**. A fee for each additional results issue applies until the end of the examination session, which is **15 September** for a May

session and **15 March** for a November session. After the close of the session, a fee will be levied for each set of results that is sent, regardless of whether any results were sent before the close of the examination session. See section C8.1.3 in *Diploma Programme Assessment procedures* for further details.

3.2 Appeals

Circumstances under which an appeal may be submitted to the IB are defined in section B (“General regulations: Diploma Programme”) of *Diploma Programme Assessment procedures*. The appeals process is divided into two stages. Each stage requires payment of a fee. The fee will be refunded if the decision being appealed changes. The total fee (for both stages combined) is shown in section 3.8. Invoices for appeal fees will be sent from the IB Global Centre, Singapore, and payment must be submitted in accordance with section 5.

3.3 Reimbursement of costs

If it has been necessary for a school to pay customs duty in order to obtain a mailing of examination papers, examination stationery or other material sent by the IB for an examination session, the IB will reimburse the cost. A copy of any receipts must be sent to the Assessment Division, IB Global Centre, Cardiff, with a full explanation of what the receipts are for.

3.4 Transfer candidates

If a transfer candidate has not been registered on IBIS for the session by the original school, the accepting school will be responsible for paying all registration and subject fees if they register the candidate.

If the candidate was registered on IBIS by the original school and is subsequently transferred to the accepting school as a result of the transfer process (refer to section C2.10.2 of *Diploma Programme Assessment procedures*), the original school is responsible for paying all registration and subject fees incurred before the IBIS registration transfer was completed. The accepting school will be responsible for paying any subject fees incurred by amendments to the registration after the IBIS registration transfer is completed.

No administration fee is applicable for the transfer of the candidate's IBIS registration.

3.5 Alternative examination venue

The IB may give authorization for a candidate to take one or more examinations at a venue other than the school at which he or she is registered. This authorization is rarely given and, other than in cases of accident or illness, only when a candidate needs to attend an event of international significance that has relevance to their study for the *IB Diploma*. Refer to section C4.2.2 of *Diploma Programme Assessment procedures* for further details. If authorization is given by the IB for an alternative examination venue, a fee for each candidate/subject is charged directly to the school to cover the cost of the administrative arrangements required to support this arrangement. See section 3.8 for details.

3.6 Special circumstances

If a candidate, or group of candidates, has been unable to complete a written examination owing to adverse circumstances, the IB may estimate a mark for the missing examination based on information that is available.

The candidate must have completed at least 50% of the assessment for the relevant subject, which must include an externally assessed written component. Where a candidate, or group of candidates, has not completed the required 50% of the assessment, which includes an externally assessed component for a subject(s), or whose study has been greatly affected during the two-year programme, it may be possible to defer one or more subjects to a future examination session.

In these situations, the registration and subject fees for the subject(s) concerned will be carried forward. In the case of diploma candidates, the deferred session will not count as one of the available three in which to complete the diploma.

If the IB authorizes this arrangement and the candidate is registered for a session that is not the main examination session for the school, the usual conditions of candidate registration and subject availability apply.

3.7 Registration deadlines

The registration deadlines are at midnight, Greenwich Mean Time (GMT), on the following dates.

Registration deadline	Date (May/November session)
Registration deadline	15 November/15 May
Late registration period ends	15 January/15 July
Six-month retake registration deadline (applies only to retake (R) and course (C) candidates retaking examinations six months after their last session)	29 January/29 July

3.8 Scale of fees

	USD	CHF	GBP	EUR	SGD
1. Annual fee (per school)	11,650	11,781	6,990	8,300	13,865
2. Subject fee (per subject per candidate)					
The fee is for each subject for which a candidate is registered.	119	119	70	85	140
3. Core fees (per candidate)					
The fee is for each core requirement of the DP a course candidate is registered for, and for diploma (D) candidates retaking a core requirement. These core fees do not apply to a diploma (D) category registration.					
Extended essay (EE)	91	91	55	65	108
Theory of knowledge (TOK)	46	46	28	33	55
Creativity, activity, service (CAS)	10	11	6	7	11
4. Late subject fee (per subject per candidate)					
The fee is for the addition of a subject and for each amendment to a subject, level or response language, including TOK or an EE, after the registration deadline.					
During the late registration period	38	37	23	27	45
After the late registration period	150	150	91	108	178

(After the six-month retake deadline*)					
5. Enquiry upon results					
Category 1 re-mark—per candidate/subject/level	123	124	72	88	146
Category 1 report (stage 1: return of material)—per candidate/subject/level	18	20	10	12	23
Category 1 report (stage 2: report)—per candidate/subject/level	211	213	124	150	250
Category 2A—per subject/level/component	55	57	33	39	66
Category 2B—per candidate/subject/level	18	20	10	12	23
Category 3 re-moderation—per subject/level sample	296	299	174	211	350
6. Other by-request services					
Legalization of each <i>IB Diploma</i> and/or of each consulate country (requests received before 15 June/15 December)	167	169	98	119	198

Legalization of each <i>IB Diploma</i> and/or of each consulate country (requests received after 15 June/15 December)	250	252	148	178	295
Replacement <i>IB Diploma</i> or <i>DP Course Results</i> (per <i>IB Diploma</i> or <i>DP Course Results</i>)	82	83	49	59	96
Results to universities (per candidate; no charge for the first six universities)	17	18	10	12	22
Alternative examination venue (per candidate/subject)	52	55	31	36	60
7. Appeals (per candidate)					
Fee for an appeal —see section B (“General regulations: Diploma Programme”) of <i>Diploma Programme Assessment procedures</i>	686	693	405	487	811

*Applies only to retake (R) and course (C) candidates retaking examinations six months after their last session. Fees indicated during the late registration period are not applicable to these candidates.

