

**1. Fees Scale**

<b>Number of candidates</b>	<b>Exam supervision fee/candidate/module in VND (applied for exams up to max. of 3-hr exam time)</b>
<b>1 – 3 Candidates</b>	<b>VND2.520.000</b>
<b>4 – 8 Candidates</b>	<b>VND2.000.000</b>
<b>9 – 20 Candidates</b>	<b>VND1.000.000</b>
<b>Fr 20 Candidates</b>	<b>VND800.000</b>

*The above fees scale includes testing room, invigilation service, test materials management and administrative work*

**2. Supervision fee, Courier Charge and Candidate Absence/Cancellation terms and conditions:****2.1. Payment:**

**Payment** (of Supervision fee and courier charge) is required to be made in full at registration (for individual) or within 30 days from date of issue on the invoice (for exams bodies)

**Bank charge** is required to be covered by the university/institution

**2.2. Courier charge**

Courier charge is based on the weight of the exam materials to be returned to the university/institution and the rate will be based on local DHL rates. Minimum rate is VND930.000

**2.3. Candidate absence/cancellation:**

Candidate absence notice/cancellation notice must be received in writing by the British Council exams staff at least one week prior to the exam date; then there will be no charge for exam supervision fees.

If a candidate is absent without any notice or the notice is received in writing less than one week prior to the exam date; there will be a full charge for exam supervision fees.

Courier fee will be fully charged in cancellation/absence if exams papers are required to be sent back to schools