

General Information

Signature fees are based upon the costs associated with the different assessment methods used.

All fees are reviewed annually.

Qualification/unit approval fees

An annual qualification/unit approval fee is payable for each qualification/unit. Units that appear in more than one qualification, e.g. K202, will only be charged for once. An invoice will be generated when an application for renewal/approval is submitted on-line.

Qualification/unit approval fees are non-refundable.

CDA covers the fees for their centre to be registered with *Signature* yearly i.e. £203 for each ISL level; 1 and 2.

Candidate registration fees

Candidate registration fees are payable for each candidate, per assessment. An invoice is generated when an assessment is created and submitted for processing.

A 30% discount will be applied to all candidates who are 16 years of age or younger when they are registered for assessment.

Replacement certificates

Replacement certificates are available at a cost of £20 each. These replace certificates that are lost, damaged in transit, or issued with incorrect names. Please note that replacement certificates will be marked as such i.e. the word replacement will be visible on the certificate.

The name printed on the certificate is taken from the candidate registration details. If this information is incorrect the certificate will also be incorrect. It is important that candidate details are checked and *Signature* is informed of any amendments, before certificates are issued. For qualifications achieved prior to 2006 we no longer issue replacement certificates. A confirmation of achievement letter can be issued in lieu of a certificate(s) at a cost of £10.

Assessment Guidelines

Appeals

Centres can request a re-mark for candidates who receive a fail result. The fee for this service is the same as the candidate registration fee and further information about the appeals process is shown on the *Signature* website www.signature.org.uk.

Withdrawal from an assessment for medical reasons

Candidates who withdraw from an assessment for medical reasons will be entitled to a full refund upon production of a doctor's note or certificate.

Data protection access (DPA) requests

Access requests will be provided at a cost of £10 per request. Please contact *Signature* for DPA Request forms.

Administration fees

A fee of £25 may be charged for changes to assessments, for example if candidates have been registered for the wrong unit or an assessment has to be cancelled.

Assessment Fees

ISL Level 1: Unit 101 £17, Unit 102 £32, Unit 103 £32

ISL Level 2: Unit 201 £37, Unit 202 £47, Unit 203 £32

Candidates pay these fees in each term; assessments will be taken in each term.

CDA Signature Centre Policies

It is not our responsibility:

- to pay for each candidate if they fail any unit and need to get breakdown results
- to replace certificates if we post the certificate and it isn't received i.e. lost in the post
- to pay for candidates to re-sit assessments.

Important Note: Please update contact details with CDA Administration so that certificates and results can be posted to the correct address.

Guidelines for the Students

- The student is expected to behave in a respectful and appropriate manner towards the tutor at all times
- The student is responsible for his/her own notes and for his/her own learning, performance and attendance
- Students must sit in a semi-circle in front of the tutor
- The student is responsible for understanding and adhering to the limits of the tutor's role
- Mobile phones must be switched off during class
- No chewing gum – chewing gum makes NMF (Non Manual Features) very unclear
- Please arrive 5 minutes before class is due to begin
- We would ask that class times be a 'TALK FREE ZONE'. Please try and use sign language.

Cork Deaf Association

The Cork Deaf Association works hard to promote the rights of Deaf and Hard of Hearing people in Cork city and county. We aim to see full and equal participation of Deaf and Hard of Hearing people in all aspects of society. Services include Deaf awareness talks, Sign language classes, adjustment to hearing loss programmes, assistive technology and social work supports.

Our Services

Information Centre

Education

Social Work Service

Hard of Hearing Support

Assistive Technology (Deaftech)

Employment Support

Support Groups and Activities

Outreach Programmes

Cork Deaf Association

5 MacCurtain Street

Cork

Tel: 021 4505944

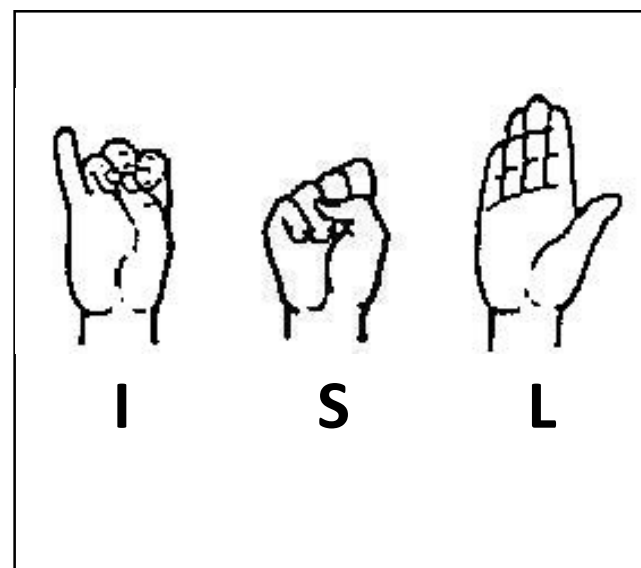
Fax: 021 4506190

Email: mail@corkdeaf.ie

www.corkdeaf.ie

Facebook:

www.facebook.com/corkdeaf



General Information on Fee Policies for ISL Students

Cork Deaf Association