



**The British  
Psychological Society**  
Psychological Testing Centre

## **Terms, Conditions and Refund Policy**

1. The British Psychological Society, (hereafter referred to as the Society), reserves the right to change fees without prior notice.
2. Students undertaking full or part-time undergraduate or postgraduate programmes of study are eligible for student application fees. To qualify, a student must not be in receipt of a taxable income. The Society reserves the right to carry out random checks on eligibility for discounted student application fees.
3. An affirmation of an applicant's competence is valid for 12 months from the date on which the Society invoices the applicant/their employer or a third party as instructed by the applicant.
4. If full payment for applications and the first year's entry on the Register of Qualifications in Test Use (RQTU) have not been settled within 12 months from the invoice date, the Society will withdraw any applications. Where possible, part payment will be allocated to lower levels of testing qualifications and RQTU fees, and those Certificates of Registration will be awarded, other levels will be withdrawn.
5. If full payment has not been settled within 12 months from the date of invoice, any part payment settled within the 12 month period will not be refunded.
6. Where applications are withdrawn by the Society after 12 months for non-payment, the applicant's record will be lapsed and deleted after a short period to comply with Data Protection Act 2018 and GDPR.
7. Applicants wishing to re-apply, will need to obtain a re-affirmation of competence at each level from a British Psychological Society Verified Assessor who may levy a charge for this, such charges are payable by the applicant to their Assessor.
8. Applicants reapplying will then receive invoices for certification and registration.
9. All Society test user qualifications remain valid whilst a Test User retains an annual entry on the RQTU and maintains their competence within the Society's guidelines. If a Test User's entry on the RQTU lapses for non-payment of fees, their Society test user qualifications are rendered invalid.