

## **Exemption Policy FAQ**

### **Why is the Exemption policy changing?**

This new policy moves the process in line with academic policies, in addition, this new policy has been streamlined and made less costly than before as well as also makes the process fairer for candidates.

### **Who will it apply to?**

This new policy applies to all candidates, both new and existing.

### **When will the new exemption policy come into effect?**

The new policy will come into effect from Tuesday 1<sup>st</sup> February 2011.

### **Can I apply for exemptions under the new policy before Tuesday 1<sup>st</sup> February 2011?**

Candidates may only apply for exemptions under the new policy **after** Tuesday 1<sup>st</sup> February 2011. Any applications received before then will be processed under the current rules and payment model.

### **How much will the new exemptions cost?**

Exemptions will require a flat payment of £75.00 (UK)/ £60.00 (Non-UK) regardless of the number of exemptions applied for. Please note that payment is made on a 'per application' basis, each and every further exemption application will require a subsequent payment.

### **Will exemption certificates still be issued?**

Certificates will no longer be given to candidates applying for exemptions under the new system. A single exemption confirmation letter will be issued in its place.

### **I already have exemption certificates, are they still valid?**

All certificates will remain valid.

### **I have lost my old exemption certificates, can I still get replacements?**

From Tuesday 1<sup>st</sup> February 2011 LCM will no longer issue replacement exemption certificates. In its place candidates will receive an exemption confirmation letter which will confirm the exemptions which have been awarded to the candidate.

### **I have already paid for my exemption but I would like to change to the new system, can I receive any reimbursement?**

Only candidates who have applied and paid for exemptions but have not yet received their certificates will be considered for reimbursement.

### **I have paid for exemptions but have not yet received my certificate, how can I apply for reimbursement?**

Any candidate who has not yet received their certificate and would like to be considered for reimbursement should complete the 'Exemption Reimbursement Form'. This can be requested by contacting LCM directly (applications are judged on a case-by-case basis). Please note any candidate granted reimbursement will not receive any exemption certificates.

### **When is the closing date for applying for reimbursement?**

The closing date for applications for reimbursement is Monday 24<sup>th</sup> January 2011.

### **Can I apply for reimbursement after Monday 24<sup>th</sup> January 2011?**

London Centre of Marketing will not consider reimbursement of exemption fees after this date. Any candidate who has paid for exemptions and has not completed the 'Exemption Reimbursement Form' by this date will receive all appropriate certificates and will not be considered for reimbursement.

### **Who do I speak to regarding exemptions?**

The initial person to discuss this with should be your Centre Co-ordinator and course tutors; they should be able to advise you on the best course of action.

### **Can I contact you?**

Candidates with issues or queries regarding the exemption policy should contact LCM by email on: [info@lcmuk.com](mailto:info@lcmuk.com).