



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí  
Cornamaddy, Athlone, Co. Westmeath.

S12/12

To the Authorities of Second Level Schools.

### ENTRY FEES FOR THE 2012 CERTIFICATE EXAMINATIONS

The rates of examination fees for entry to the 2012 Certificate Examination are as outlined in this Circular.

#### 1. (a) School Candidates

The fees for entry to the 2012 Certificate Examinations payable by candidates who are recognised pupils in secondary schools are as follows:

<b>Leaving Certificate</b> (including Leaving Certificate Applied)	<b>€116</b>
<b>Junior Certificate</b>	<b>€109</b>

#### (b) Candidates following VTOS and analogous courses

Listed below are the fees payable by candidates who are following courses of study organised under the Vocational Training Opportunities Scheme, the Adult Literacy and Community Education Scheme, the Department of Social Protection second-level scheme for the unemployed, or other analogous courses. These courses open only to candidates who are NOT recognised pupils of post-primary schools, may include a mix of Leaving and Junior Certificate subjects.

<b>Leaving Certificate</b> subjects, 3 or more	<b>€116</b>
<b>Mix of Leaving and Junior Certificate</b> subjects, 3 or more	<b>€116</b>
<b>Junior Certificate</b> subjects, 3 or more	<b>€109</b>
<b>Leaving and/or Junior Certificate</b> , 1 or 2 subjects	<b>€71</b>

#### (c) Repeat Leaving Certificate Candidates

The fee payable in respect of a recognised pupil who remains at school with a view to repeating the Leaving Certificate is **€301**. It is important to note that there is no provision for recognised pupils who are repeating the Leaving Certificate to pay a lower fee if they enter for only one or two subjects. In such cases the full fee must be paid.

#### (d) Leaving Certificate Candidates taking Junior Certificate Modern Continental Languages

As schools are aware, pupils entering senior cycle may, if schools so wish, take the Junior Certificate syllabus in French, German, Spanish or Italian as part of their approved senior cycle course. A candidate for the Leaving Certificate who will be sitting the Junior Certificate Examination in a modern continental language will be required to pay only the appropriate Leaving Certificate fee.

## 2. Waiver of Examination Fees for Medical Card Holders

Candidates who hold a full medical card or who are dependent on a parent or guardian who holds a full medical card are not liable for examination fees. **Medical cards will be accepted only if valid on the date completed forms must be returned.**

N.B. Holders or dependents of holders, of G.P. Visit Cards are not eligible for exemption from examination fees.

## 3. Provisions for Payment

At a later date an individual pre-printed form (EF3/G) will be provided for each candidate entered for the examinations. The purpose of this form is to pay for examination fees or to seek an exemption from examination fees in the case of Medical Card Holders. The EF3/G forms are due to issue to schools in February 2012.

When the EF3/G forms have been stamped by a bank, or completed with medical card details in the case of those covered by the medical card exemption, they should be returned to the school for transmission to the State Examinations Commission.

School authorities are requested to maintain records of candidates who either pay the appropriate fee or claim a waiver on medical card grounds.

## 4. Schemes of Phased Payment Operated by Schools

In the past, some schools have chosen to collect examination fees from students on a phased basis. While the EF3/G form encourages students and/or parents to make a direct payment through a bank, schools may, if they wish, continue to provide a gradual payment process for students. A school opting to provide such a facility would ultimately have to giro all monies collected by using the individual candidates' EF3/G forms.

## 5. Consequences for Candidates of Non Payment of Examination Fees

All candidates, unless they have a waiver from payment of fees, **must** pay their examination fees to the SEC. It is SEC policy to ensure **all fees are paid in full**. Failure to pay examination fees may have serious consequences for candidates and could result in the following sanctions;

- Refusal of admission to the Certificate Examination
- Withholding of examination results
- Withholding of the actual Examination Certificate
- Withholding of results from the CAO

Examination fees **are not refundable** other than in very exceptional circumstances

School authorities are requested to bring the terms of this letter to the notice of intending candidates. Additional copies of this letter are enclosed for the information of parents and teachers.

Details of all examination fees, including fee rates for External candidates, are available from the Examination Information Section of the SEC Website, [www.examinations.ie](http://www.examinations.ie)

John McDonnell  
Financial Section  
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