

Fees and billing information for IB World Schools 2023

Period from 1 September 2022 to 31 August 2023 for the May 2023 and November 2023
examination sessions

Fees and billing information for IB World Schools 2023

Period from 1 September 2022 to 31 August 2023 for the May 2023 and November 2023
examination sessions

Fees and billing information for IB World Schools 2023

Published September 2022

Published on behalf of the International Baccalaureate Organization, a not-for-profit educational foundation of 15 Route des Morillons, 1218 Le Grand-Saconnex, Geneva, Switzerland by the

International Baccalaureate Organization (UK) Ltd
Peterson House, Malthouse Avenue, Cardiff Gate
Cardiff, Wales CF23 8GL
United Kingdom
Website: ibo.org

© International Baccalaureate Organization 2022

The International Baccalaureate Organization (known as the IB) offers four high-quality and challenging educational programmes for a worldwide community of schools, aiming to create a better, more peaceful world. This publication is one of a range of materials produced to support these programmes.

The IB may use a variety of sources in its work and checks information to verify accuracy and authenticity, particularly when using community-based knowledge sources such as Wikipedia. The IB respects the principles of intellectual property and makes strenuous efforts to identify and obtain permission before publication from rights holders of all copyright material used. The IB is grateful for permissions received for material used in this publication and will be pleased to correct any errors or omissions at the earliest opportunity.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the IB's prior written permission, or as expressly permitted by the [Rules for use of IB Intellectual Property](#).

IB merchandise and publications can be purchased through the [IB Store](#) (email: sales@ibo.org). Any commercial use of IB publications (whether fee-covered or commercial) by third parties acting in the IB's ecosystem without a formal relationship with the IB (including but not limited to tutoring organizations, professional development providers, educational publishers and operators of curriculum mapping or teacher resource digital platforms etc) is prohibited and requires a subsequent written license from the IB. License requests should be sent to copyright@ibo.org. More information can be obtained on the [IB public website](#).

IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Contents

1. Introduction	1
1.1 Content of this document	1
1.2 Fees charged by the IB	2
1.3 The annual school fee	3
1.4 Programme evaluation visit fees	4
1.5 IB World School visit fee	6
2. Middle Years Programme	7
2.1 Fees	7
2.2 Scale of fees	9
3. Diploma Programme	11
3.1 Fees	11
3.2 Appeals	15
3.3 Reimbursement of costs	16
3.4 Transfer candidates	17
3.5 Alternative examination venue	18
3.6 Special circumstances	19
3.7 Registration deadlines	20
3.8 Scale of fees	21
4. Career-related Programme	23
4.1 Fees	23
4.2 Scale of fees	26
5. Billing and payment information	28
5.1 Billing office	28
5.2 Assigned currencies	29
5.3 Payment account information	30
5.4 Queries	31

1.1 Content of this document

This document contains information on the scale of fees for each programme, and information on billing and payments to the IB, which apply to all programmes—together with the fees payable to the IB in respect of the three assessed programmes—Middle Years Programme (MYP), Diploma Programme (DP) and Career-related Programme (CP).

There is a section in this document for each assessed IB programme (MYP, DP and CP).

Each section contains:

- information on programme-related fees payable by schools for the period 2022–2023
- the scale of fees for May and November examination sessions in 2023.

Information about fees payable for provision of the Primary Years Programme (PYP) is available on the [IB public website](#).

1.2 Fees charged by the IB

The IB is a non-profit foundation. It covers its main operational costs by charging fees to schools for providing services to support the implementation of the four programmes. This document describes the services that are provided for schools authorized to offer an IB programme, together with the fees that are charged, under the following four main categories.

- Annual school fee—paid by each IB World School for each programme it is authorized to teach.
- Visit fees—paid when a school receives a visit from an IB visit team as part of evaluation or at another time.
- Candidate assessment fees—paid for each candidate being assessed for a programme.
- By-request service fees—paid when a school requests an extra service from the IB (for example, legalization, enquiry upon results).

There are other areas where schools can choose to purchase services from the IB, such as the following.

- Professional development (PD)—for training teachers and administrators.
- Building Quality Curriculum—provides guidance and feedback on MYP unit plans, supporting continuous improvement of the written, taught and assessed curriculum.

If schools offer two or more programmes, they pay a reduced annual fee to reflect their greater commitment to the IB. Information about all these areas and services can be obtained from the [IB public website](#).

Payment of fees to the IB

Schools must ensure that all fees for any IB programme(s) offered by the school are paid in accordance with the scales of fees, assigned currency and timetable for payments currently set by the IB.

Non-payment of fees when due for any IB programme(s) offered by the school, IB services for which the school registers, or IB services received by the school, may result in penalties. Without limiting any other remedies available to the IB, such penalties may include the IB charging interest on overdue amounts at commercially standard rates, restricting access to register candidates for assessment, and/or withholding any other services provided by the IB.

1.3 The annual school fee

IB World Schools pay an annual school fee and receive the following core services for each programme they are authorized to teach.

- Full access to a world-class curriculum that is comprehensively researched, and regularly reviewed and updated according to a published plan
- Secure access to the Programme Resource Centre for every teacher
- Programme evaluation in schools*
- Communication and marketing support
- Governance, representation and networking
- Assistance with university and government recognition
- Support and advice

*The evaluation visit, if applicable, is not included in the annual fee. Fees for the evaluation visit are listed in section 1.4.

1.3.1 Payment of the annual fee

The annual fee is payable by **1 September** each year for May-session schools to cover the period from September to August.

For November-session schools, the annual fee is payable by **1 March** each year to cover the period from March to February.

For schools newly authorized after the relevant billing cycle, the annual fee is applied directly after authorization is granted and is pro-rated for the remainder of that billing cycle.

For May-session schools, an invoice is sent on 1 August and is payable by **1 September**. For November-session schools, an invoice is sent on 1 February and is payable by **1 March**.

Payment of the annual fee can be made either by cheque or bank transfer, as detailed in section 5.3. The annual fee is not refundable.

1.3.2 Annual fees

Fees for continuum schools

Schools that offer three or more IB programmes serving students continuously from age 3 to 19 years (PYP/MYP/DP and/or CP) receive a 20% discount on each programme.

Fees for IB World Schools that offer multiple programmes

Schools that offer any two IB programmes can pay a reduced fee to reflect their commitment to the IB. This amounts to 10% discount on their least expensive programme.

1.4 Programme evaluation visit fees

The evaluation visit is a component of programme evaluation for PYP, MYP, CP and selected DP schools. Schools with multiple programmes are encouraged to align the evaluation visits for all programmes in the school.

1.4.1 Payment of the programme evaluation visit fee

The fee must be paid prior to the evaluation visit. There is no additional fee for a synchronized visit with an IB accreditation partner (details available in the *Synchronized visit manual* on the [Programme Resource Centre](#)).

1.4.2 Programme evaluation visit fees

On-site	USD	CHF	EUR	GBP	SGD
One programme (PYP/MYP/DP)	3,700	3,613	2,780	2,310	4,800
MYP partners	370	361	278	231	480
CP1/DP combined	5,500	5,419	4,710	3,465	7,200
Multi-programme (2 programmes)	6,290	6,141	4,726	3,927	8,150
Continuum (3 programmes)	9,990	9,754	7,506	6,237	12,900
Continuum (4 programmes)	11,100	10,838	8,340	6,930	14,300

Remote	USD	CHF	EUR	GBP	SGD
One programme (PYP/MYP/DP)	2,960	2,870	2,550	2,150	4,110
MYP partners	296	287	255	215	411
CP1/DP combined	4,440	4,310	3,830	3,230	6,170
Multi-programme (2 programmes)	5,032	4,890	4,340	3,660	6,990
Continuum (3 programmes)	7,992	7,760	6,890	5,810	11,100
Continuum (4 programmes)	8,880	8,620	7,660	6,460	12,330

1.4.3 Programme evaluation visit cancellation fee

This fee is charged for cancellation of a confirmed evaluation visit.

	USD	CHF	EUR	GBP	SGD
Cancellation fee	762	867	680	560	1,063

1.5 IB World School visit fee

The IB may choose to visit a school following a major change in their governance, organizational structure, and/or location. The IB may also visit a school regarding their implementation of the IB programme(s) or as a follow-up to an evaluation visit. These visits can be made at any time with reasonable notice and will be funded by the school. Schools may also request a visit to support programme development at the school.

	USD	CHF	EUR	GBP	SGD
IB World School visit fee	990	1,139	888	730	1,380

2.1 Fees

The following sections describe the fees applicable to the Middle Years Programme (MYP).

The annual school fee is described in section 1.3.

2.1.1 Discipline fee

The discipline fee is paid for each discipline registered for an individual candidate, regardless of the date that the discipline is registered.

The fee is charged for each discipline registered for the session at the [registration deadline](#). If a candidate withdraws from a discipline after the registration deadline, the discipline fee will be credited back to the school. Credit will not be given if the discipline is withdrawn after the late registration period.

2.1.2 Late discipline fee

A late discipline fee is applied for the registration of any discipline and each amendment to a discipline or response language after the registration deadline. This includes the registration of, or amendment to, the personal project.

A new candidate registration after the registration deadline will incur both a discipline fee and a late discipline fee for each discipline registered.

If a new discipline is added for a candidate after the [registration deadline](#), this will incur both a discipline fee and a late discipline fee for each discipline registered.

Owing to the additional administration involved, discipline registrations or amendments after the late registration period are charged at a significantly higher rate.

Late discipline fees will not be credited back to the school if a candidate subsequently withdraws from the registered/amended discipline.

There is no late discipline fee for:

- withdrawing a candidate from a subject
- withdrawing a candidate from an examination session
- amending a candidate's personal details
- changing a candidate's registration category.

There is no amendment fee for changes to a candidate's personal details. A candidate's personal details, such as the spelling of their name, cannot be changed after the issue of results.

2.1.3 Personal project registrations

For candidates who register only for the personal project, no discipline fee will be charged providing the registration is completed by the registration deadline. If the candidate is registered after the registration deadline, the late discipline fee is applicable. The higher late discipline fee is applicable if the candidate is registered after the late registration period.

2.1.4 Registration deadlines

The registration deadlines are at midnight, Greenwich Mean Time (GMT), on the following dates.

2.1 Fees

Registration deadline	Date (May/November session)
Registration deadline	20 October/20 April
Late registration period ends	20 January/20 July
Six-month retake registration deadline (applies only to retake (R) and course (C) candidates retaking examinations six months after their last session)	28 February/31 August

2.2 Scale of fees

	USD	CHF	GBP	EUR	SGD
1. Annual fee (per school)	10,050	10,166	6,030	7,160	11,945
2. Discipline fee (per discipline per candidate)					
The fee is for each discipline registered.	76	76	46	54	89
3. Late discipline fee (per discipline per candidate)					
The fee is for the addition of a discipline and each amendment to a discipline or response language after the registration deadline. This fee is also applicable to the personal project. This fee is charged in addition to the discipline fee for any new discipline registration.					
During the late registration period	25	24	14	18	29
After the late registration period	95	96	58	68	114
4. Enquiry upon results					
Category 1 re-mark—per candidate/subject	123	124	72	88	146
Category 1 report—per candidate/subject	211	213	124	150	250
Category 2—per subject component	55	57	33	39	66
Category 3 re-moderation—per subject sample	296	299	174	211	350
5. Other by-request services					
Legalization of each <i>IB MYP Certificate</i> and/or of each consulate country (requests received before 15 July/15 January)	167	169	98	119	198
Legalization of each <i>IB MYP Certificate</i> and/or of each consulate country (requests received after 15 July/15 January)	250	252	148	178	295
Replacement <i>IB MYP Certificate</i> or <i>IB MYP Course Results</i> (per certificate or course results)	82	83	49	59	96
6. Appeals (per candidate)					

2.2 Scale of fees

	USD	CHF	GBP	EUR	SGD
Fee for an appeal—see Section B (“General regulations: Middle Years Programme”) of <i>Middle Years Programme Assessment procedures</i>	686	693	405	487	811

3.1 Fees

The following sections describe the fees applicable to the Diploma Programme (DP).

These are:

- by-request service fees.

The annual school fee is described in section 1.3.

3.1.1 Candidate assessment fees

There are two candidate assessment fees.

1. The candidate subject fee
2. The core fees

In return, schools receive:

- *Diploma Programme Assessment procedures* for coordinators and teachers
- access to IB Answers
- access to the IB information system (IBIS) for tasks necessary to administer candidate registration and assessment
- a range of teacher feedback, including selected subject reports for each examination session.

Candidates receive:

- comprehensive assessment using a wide range of assessment methods, including moderated internal assessment and externally marked examinations
- assessment by an international team of examiners and moderators, overseen by independent chief examiners
- clerical checking of assessment material to ensure administrative accuracy
- accommodation, where appropriate (for candidates with assessment access requirements and where detailed consideration of individual special circumstances is given)
- access to results on the day of publication via a dedicated and secure website
- printed *IB Diploma*, *IB Diploma Programme Results* or *DP Course Results* (depending on results)
- up to six free requests to transmit results to universities and admissions centres worldwide.

3.1.2 Subject fee

The subject fee is paid for each assessed subject taken by an individual candidate, regardless of the date that the subject is registered.

3.1.3 Core fees

There is no fee for theory of knowledge (TOK), the extended essay (EE) or creativity, activity, service (CAS) when first taken as part of the full diploma (D), regardless of whether the candidate anticipated one or more subjects. However, a diploma (D) candidate retaking a core element will incur a fee for each element that is retaken.

Course (C) candidates who wish to register for TOK, the EE or CAS will incur a fee for each core element that is taken. A candidate registered for the diploma (D) who subsequently changes to the course (C) category will incur a core fee for each core element for which the candidate remains registered.

A different fee amount is applicable for the registration of each core element. The amounts have been determined based on the administration involved.

3.1.4 Late subject fees

A late subject fee is applied for the registration of any subject or amendment to a subject, level or response language after the registration deadline. This includes the registration of, or amendment to, TOK or an EE. A new candidate registration for a session after the registration deadline will incur both a subject fee and a late subject fee for each subject registered. Additionally, a new candidate registration after the registration deadline will incur both a core fee and a late subject fee for each core element registered, unless the candidate is a diploma (D) category candidate, in which case only the late subject fee is applied.

Owing to the additional administration involved, subject registrations or amendments after the late registration period are charged at a significantly higher rate. The fee is charged for each amendment to a candidate's subject details. For example, a change of level for a subject would result in a fee being payable, although a change to a candidate's subject, level and response language, all made at the same time, would result in only one fee being payable.

If a new subject is added for a candidate after the registration deadline, this will incur both a subject fee and an amendment fee for each subject registered. As stated above, the late subject fee increases after the late registration period.

A diploma (D) or course (C) candidate who is retaking one or more subjects six months after their last session will not incur late subject fees for registrations or amendments made before the six-month retake deadline. To avoid paying the late subject fees, candidates from a November session must be registered by **29 January** for the following May session, and candidates from a May session must be registered by **29 July** for the following November session. If such candidates are registered after these dates, the late subject fee after the late registration period is applicable.

There is no late fee for:

- withdrawing a candidate from a subject
- withdrawing a candidate from an examination session
- amending a candidate's personal details
- changing a candidate's registration category.

There is no amendment fee for changes to a candidate's personal details. A candidate's personal details, such as the spelling of their name, cannot be changed after the issue of results.

3.1.5 Payment of the subject, core and late subject fees

For candidate registrations made by the registration deadline, an invoice is sent to schools from the IB Global Centre, Singapore, a few days after this date. If amendments and/or additions are subsequently made, further invoices will be sent when necessary.

Payment for subject, core and late subject fees should be made as detailed in section 5.

3.1.6 Refund of subject and core fees

If a candidate withdraws from one or more subjects and/or core elements between the registration deadline and the end of the late registration period, the school will be refunded for the subject and/or core fee that had been charged. If a candidate fully withdraws from the session between the registration deadline and the end of the late registration period, the school will be refunded for all subject and/or core fees that had been charged. However, any late fees attached to a registration for the above scenarios will not be refunded and remain applicable. For example, a candidate registered after the registration deadline will have subject fees refunded but not have late subject fees refunded.

For any candidate charged a candidate registration fee (only applicable to candidates retaking whose original session was prior to November 2019) the registration fee would not be refunded and would remain applicable. For example, a retake candidate whose original session was prior to November 2019 will have subject fees refunded but not have the candidate registration fee refunded.

If a candidate has registered to retake a subject in a future session and subsequently receives an increased or decreased grade for the subject as a result of an enquiry upon results request in the current session, a refund of the retake subject fee can be given if the candidate withdraws from the subject in the future retake session. This refund can be given regardless of whether the late registration period has passed. If the candidate decides to withdraw from the future retake session entirely, a refund of all applicable subject fees can be given.

If a school has made a duplicate payment in error and there are no billings outstanding for payment, a request for a refund can be submitted to the credit control office at the IB Global Centre, Singapore.

3.1.7 Non-refund of late subject fees

For all registrations that exist after the registration deadline, any late subject fees that have been charged on IBIS, regardless of whether an invoice has been issued, must be paid by the school.

The full payment must be made, regardless of whether one or more candidates subsequently withdraw from the examination session.

3.1.8 By-request service fees

The IB offers a number of optional services that schools can request when needed. For the DP, the by-request services are:

- the enquiry upon results service
- the legalization of results documents
- replacement *IB Diploma*, *IB Diploma Programme Results* or *DP Course Results* for candidates who have mislaid the original documentation
- sending results to universities or admissions centres (in excess of the six free requests). See section C8.1.3 in *Diploma Programme Assessment procedures* for further details.

A fee is charged for each of these additional services. A school may receive invoices throughout the year, according to when fees are incurred for these services.

3.1.9 Enquiry upon results

The fee is charged according to the category of enquiry requested. No fee is charged if the enquiry results in a change of grade for a category 1 enquiry. If a report on a category 1 re-mark is requested on behalf of the candidate, a fee is payable. See section C8.3.12 in *Diploma Programme Assessment procedures* for further details.

3.1.10 Legalization of diploma results

There are standard fees for the legalization of each diploma (for each single document and/or each consulate country), which are listed on the scale of fees (see section 3.8). The school will receive an invoice for the amount owed to the IB. The cost of the courier service is paid by the IB provided that the deadline for submitting the legalization requests is met. See section C8.5 in *Diploma Programme Assessment procedures* for further details.

3.1.11 Replacement *IB Diploma, IB Diploma Programme Results or DP Course Results*

Requests for a replacement *IB Diploma, IB Diploma Programme Results or DP Course Results* must be sent to the Assessment Division, IB Global Centre, Cardiff, by email (replacementdocs@ibo.org). The fees also apply if replacements are required because the school's legal name has changed. See section C8.6 in *Diploma Programme Assessment procedures* for further details.

3.1.12 Issue of results to universities and admissions centres

For each candidate, the issue of results to a maximum of six universities or admissions centres will be sent without charge providing the requests are made by **1 July/1 January**. A fee for each additional results issue applies until the end of the examination session, which is **15 September** for a May session and **15 March** for a November session. After the close of the session, a fee will be levied for each set of results that is sent, regardless of whether any results were sent before the close of the examination session. See section C8.1.3 in *Diploma Programme Assessment procedures* for further details.

3.2 Appeals

Circumstances under which an appeal may be submitted to the IB are defined in section B (“General regulations: Diploma Programme”) of *Diploma Programme Assessment procedures*. The appeals process is divided into two stages. Each stage requires payment of a fee. The fee will be refunded if the decision being appealed changes. The total fee (for both stages combined) is shown in section 3.8. Invoices for appeal fees will be sent from the IB Global Centre, Singapore, and payment must be submitted in accordance with section 5.

3.3 Reimbursement of costs

If it has been necessary for a school to pay customs duty in order to obtain a mailing of examination papers, examination stationery or other material sent by the IB for an examination session, the IB will reimburse the cost. A copy of any receipts must be sent to the Assessment Division, IB Global Centre, Cardiff, with a full explanation of what the receipts are for.

3.4 Transfer candidates

If a transfer candidate has not been registered on IBIS for the session by the original school, the accepting school will be responsible for paying all registration and subject fees if they register the candidate.

If the candidate was registered on IBIS by the original school and is subsequently transferred to the accepting school as a result of the transfer process (refer to section C2.10.2 of *Diploma Programme Assessment procedures*), the original school is responsible for paying all registration and subject fees incurred before the IBIS registration transfer was completed. The accepting school will be responsible for paying any subject fees incurred by amendments to the registration after the IBIS registration transfer is completed.

No administration fee is applicable for the transfer of the candidate's IBIS registration.

3.5 Alternative examination venue

The IB may give authorization for a candidate to take one or more examinations at a venue other than the school at which they are registered. This authorization is rarely given and, other than in cases of accident or illness, only when a candidate needs to attend an event of international significance that has relevance to their study for the *IB Diploma*. Refer to section C4.2.2 of *Diploma Programme Assessment procedures* for further details. If authorization is given by the IB for an alternative examination venue, a fee for each candidate/subject is charged directly to the school to cover the cost of the administrative arrangements required to support this arrangement. See section 3.8 for details.

3.6 Special circumstances

If a candidate, or group of candidates, has been unable to complete a written examination owing to adverse circumstances, the IB may estimate a mark for the missing examination based on information that is available.

The candidate must have completed at least 50% of the assessment for the relevant subject, which must include an externally assessed written component. Where a candidate, or group of candidates, has not completed the required 50% of the assessment, which includes an externally assessed component for a subject(s), or whose study has been greatly affected during the two-year programme, it may be possible to defer one or more subjects to a future examination session.

In these situations, the registration and subject fees for the subject(s) concerned will be carried forward. In the case of diploma candidates, the deferred session will not count as one of the available three in which to complete the diploma.

If the IB authorizes this arrangement and the candidate is registered for a session that is not the main examination session for the school, the usual conditions of candidate registration and subject availability apply.

3.7 Registration deadlines

The registration deadlines are at midnight, Greenwich Mean Time (GMT), on the following dates.

Registration deadline	Date (May/November session)
Registration deadline	15 November/15 May
Late registration period ends	15 January/15 July
Six-month retake registration deadline (applies only to retake (R) and course (C) candidates retaking examinations six months after their last session)	29 January/29 July

3.8 Scale of fees

	USD	CHF	GBP	EUR	SGD
1. Annual fee (per school)	11,650	11,781	6,990	8,300	13,865
2. Subject fee (per subject per candidate)					
The fee is for each subject for which a candidate is registered.	119	119	70	85	140
3. Core fees (per candidate)					
The fee is for each core requirement of the DP a course candidate is registered for, and for diploma (D) candidates retaking a core requirement. These core fees do not apply to a diploma (D) category registration.					
Extended essay (EE)	91	91	55	65	108
Theory of knowledge (TOK)	46	46	28	33	55
Creativity, activity, service (CAS)	10	11	6	7	11
4. Late subject fee (per subject per candidate)					
The fee is for the addition of a subject and for each amendment to a subject, level or response language, including TOK or an EE, after the registration deadline.					
During the late registration period	38	37	23	27	45
After the late registration period (After the six-month retake deadline*)	150	150	91	108	178
5. Enquiry upon results					
Category 1 re-mark—per candidate/subject/level	123	124	72	88	146
Category 1 report (stage 1: return of material)—per candidate/subject/level	18	20	10	12	23
Category 1 report (stage 2: report)—per candidate/subject/level	211	213	124	150	250
Category 2A—per subject/level/component	55	57	33	39	66
Category 2B—per candidate/subject/level	18	20	10	12	23
Category 3 re-moderation—per subject/level sample	296	299	174	211	350

3.8 Scale of fees

	USD	CHF	GBP	EUR	SGD
6. Other by-request services					
Legalization of each <i>IB Diploma</i> and/or of each consulate country (requests received before 15 June/15 December)	167	169	98	119	198
Legalization of each <i>IB Diploma</i> and/or of each consulate country (requests received after 15 June/15 December)	250	252	148	178	295
Replacement <i>IB Diploma</i> or <i>DP Course Results</i> (per <i>IB Diploma</i> or <i>DP Course Results</i>)	82	83	49	59	96
Results to universities (per candidate; no charge for the first six universities)	17	18	10	12	22
Alternative examination venue (per candidate/subject)	52	55	31	36	60
7. Appeals (per candidate)					
Fee for an appeal—see section B (“General regulations: Diploma Programme”) of <i>Diploma Programme Assessment procedures</i>	686	693	405	487	811

*Applies only to retake (R) and course (C) candidates retaking examinations six months after their last session. Fees indicated during the late registration period are not applicable to these candidates.

4.1 Fees

The following sections describe the fees applicable to the Career-related Programme (CP).

The annual school fee is described in section 1.3.

4.1.1 Subject fee

Candidates for the CP take DP subject examinations as part of the CP requirement. The subject fee is paid for each assessed DP subject taken by an individual candidate, regardless of the date that the subject is registered.

4.1.2 Core fees

There is no fee for the reflective project, for either anticipated or full CP candidates. However, a candidate retaking the reflective project will incur a fee. The fee for retaking the reflective project is different to the standard subject fee. The amount has been determined based on the administration involved.

There are no fees for language development, personal and professional skills or service learning.

4.1.3 Late subject fees

A late subject fee is applied for the registration of any subject or amendment to a subject, level or response language after the [registration deadline](#). This includes the registration of, or amendment to, the reflective project. A new candidate registration after the registration deadline will incur both a subject fee and a late subject fee for each subject registered.

Owing to the additional administration involved, subject registrations or amendments after the late registration period are charged at a significantly higher rate. The fee is charged for each amendment to a candidate's subject details. For example, a change of level for a subject would result in a fee being payable, although a change to a candidate's subject, level and response language, all made at the same time, would result in a single fee being payable.

If a new subject is added for a candidate after the registration deadline, this will incur both a subject fee and an amendment fee for each subject registered. As stated above, the late subject fee increases after the late registration period.

A candidate who is retaking one or more subjects six months after their last session will not incur late subject fees for registrations or amendments made before the six-month retake deadline. If such candidates are registered after this date, the late subject fee after the late registration period is applicable.

There is no late fee for:

- withdrawing a candidate from a subject
- withdrawing a candidate from an examination session
- amending a candidate's personal details
- changing a candidate's registration category.

There is no amendment fee for changes to a candidate's personal details. A candidate's personal details, such as the spelling of their name, cannot be changed after the issue of results.

4.1.4 By-request service fees

The IB offers a number of optional services that schools can request when needed. For the CP, the by-request services are:

- the enquiry upon results service
- the legalization of results documents
- replacement *IB CP Certificate*, *CP Results* or *Course Results* for candidates who have mislaid the original documentation
- sending results to universities or admissions centres (in excess of the six free requests). See section C8.1.3 in *Career-related Programme Assessment procedures* for further details.

A fee is charged for each of these additional services. A school may receive invoices throughout the year according to when fees are incurred for these services.

4.1.5 Enquiry upon results

The fee is charged according to the category of enquiry requested. No fee is charged if the enquiry results in a change of grade for a category 1 enquiry. If a report on a category 1 re-mark is requested on behalf of the candidate, a fee is payable. See section C8.5 in *Career-related Programme Assessment procedures* for further details.

4.1.6 Legalization of CP results

There are standard fees for the legalization of each *IB CP Certificate* (for each single document and/or each consulate country), which are listed on the scale of fees (see section 4.2). The school will receive an invoice for the amount owed to the IB. The cost of the courier service is paid by the IB provided that the deadline for submitting the legalization requests is met. See section C8.7 in *Career-related Programme Assessment procedures* for further details.

4.1.7 Replacement *IB CP Certificate*, *CP Results* or *Course Results*

Requests for a replacement *IB CP Certificate*, *CP Results* or *Course Results* must be sent to the Assessment Division, IB Global Centre, Cardiff, by email (replacementdocs@ibo.org). The fees also apply if replacements are required because the school's legal name has changed. See section C8.8 in *Career-related Programme Assessment procedures* for further details.

4.1.8 Issue of results to universities and admissions centres

For each candidate, the issue of results to a maximum of six universities or admissions centres will be sent without charge providing the requests are made by **1 July/1 January**. A fee for each additional results issue applies until the end of the examination session, which is **15 September** for a May session and **15 March** for a November session. After the close of the session, a fee will be levied for each set of results that is sent, regardless of whether any results were sent before the close of the examination session. See section C8.1.3 in *Career-related Programme Assessment procedures* for further details.

4.1.9 Registration deadlines

The registration deadlines are at midnight, Greenwich Mean Time (GMT), on the following dates.

Registration deadline	Date (May/November session)
Registration deadline	15 November/15 May
Late registration period ends	15 January/15 July
Six-month retake registration deadline (applies only to retake (R) and course (C) candidates retaking examinations six months after their last session)	29 January/29 July

4.2 Scale of fees

	USD	CHF	GBP	EUR	SGD
1. Annual fee (per school)					
CP with DP	1,480	1,488	890	1,055	1,760
CP only	8,500	8,441	5,360	6,480	11,200
2. Subject fee (per subject per candidate)					
The fee is for each subject for which a candidate is registered.	119	119	70	85	140
3. Core fees (per candidate)					
The fee is for a CP candidate retaking a core requirement.					
Reflective project	48	48	29	34	58
4. Late subject fee (per subject per candidate)					
The fee is for the addition of a subject and for each amendment to a subject, level or response language, including the reflective project, after the registration deadline.					
During the late registration period	38	37	23	27	45
After the late registration period (After the six-month retake deadline*)	150	150	91	108	178
5. Enquiry upon results					
Category 1 re-mark—per candidate/subject/level	123	124	72	88	146
Category 1 report (stage 1: return of material)—per candidate/subject/level	18	20	10	12	23
Category 1 report (stage 2: report)—per candidate/subject/level	211	213	124	150	250
Category 2A—per subject component	55	57	33	39	66
Category 2B—per candidate/subject/level	18	20	10	12	23
Category 3 re-moderation—per subject/level sample	296	299	174	211	350
6. Other by-request services					

	USD	CHF	GBP	EUR	SGD
Legalization of each CP document and/or of each consulate country (requests received before 15 June/15 December)	167	169	98	119	198
Legalization of each CP document and/or of each consulate country (requests received after 15 June/15 December)	250	252	148	178	295
Replacement <i>CP Results</i> (per <i>IB CP Certificate</i> or <i>Course Results</i>)	82	83	49	59	96
Results to universities (per candidate; no charge for the first six universities)	17	18	10	12	22
Alternative examination venue (per candidate/subject)	52	55	31	36	60
7. Appeals (per candidate)					
Fee for an appeal—see section B (“General regulations: Career-related Programme”) of <i>Career-related Programme Assessment procedures</i>	686	693	405	487	811

*Applies only to retake (R) and course (C) candidates retaking examinations six months after their last session. Fees indicated during the late registration period are not applicable to these candidates.

5.1 Billing office

This section contains billing and payment information that is applicable to all IB programmes. Billing is the responsibility of the IB Global Centre, Singapore.

When the IB Global Centre, Singapore, invoices a school for fees payable, a copy of the invoice is sent directly to either the billing contact or the programme coordinator as an attachment to an email. If the details for the billing contact or programme coordinator change, please change the details in [MySchool](#) as soon as possible.

5.2 Assigned currencies

In order to ensure that the IB has the resources it needs in each currency, every IB World School is assigned a nominated payment currency (usually US dollars, UK pounds sterling, Swiss francs, Euros or Singapore dollars). All fees are invoiced and must be paid in the nominated currency. This reduces the financial risk and currency exchange costs both for schools and for the IB. Any change in billing currency will require approval according to the IB global policy and procedures.

Unless the billing office has authorized a change in the assigned currency, an administrative charge will be levied on payments that are not made in the assigned currency. The IB reserves the right to apply penalties and interest for late payments.

5.2.1 Currency reference

Reference	Currency
CHF	Swiss franc
EUR	Euro
GBP	British (UK) pound sterling
SGD	Singapore dollar
USD	United States dollar

5.3 Payment account information

It is recommended that all payments to the IB are made via bank transfer, with payment remittances emailed to myaccount@ibo.org.

5.3.1 Payment by cheque

If the school must pay by cheque, this should be made out to the “International Baccalaureate Organization” and sent to the appropriate address from the following list, according to school location.

Schools in the USA

Payee name: International Baccalaureate Organization

Address: PO Box 5950, New York, NY 10087–5950

Schools in Canada

Payee name: International Baccalaureate Organization

Address: PO Box 15081, Station “A”, Toronto, Ontario M5W 1C1, Canada

Schools in the UK and Europe

Payee name: IBO, UK

Address: Winnall Down, Alresford Road, Winchester, Hampshire, SO21 1FP

- Cheques in US dollars (USD) must be drawn on a bank in the USA or Canada.
- Cheques in Swiss francs (CHF) must be drawn on a bank in Switzerland.
- Cheques in pounds sterling (GBP) must be drawn on a bank in the UK.
- Cheques in Singapore dollars (SGD) must be drawn on a bank in Singapore.
- Cheques in Euros (EUR) must be drawn on a bank in the Eurozone.

To ensure efficient allocation of your payments, cheques must be accompanied by a clear remittance advice stating what fees or invoices are being paid and including the school account number and contact details in case of queries. Failure to provide a remittance advice will cause a delay in updating your account balances.

5.4 Queries

Queries about invoices or other fee-related matters can be made by email or by telephone using the information shown below.

5.4.1 By email

Queries by email should be sent to myaccount@ibo.org.

5.4.2 By telephone

For queries by telephone, please call the following numbers, according to your geographical region.

Region	Contact numbers	Location
Americas	+1 301 202 3176	USA
Africa/Europe/Middle East	+31 70 352 6246 +41 22 309 2566 +44 29 2054 7856	The Netherlands Switzerland United Kingdom
Asia-Pacific	+65 6579 5056	Singapore