**Certificate in Local Council Administration (CiLCA)**

**Payment for Referral Form**

 **FOR CANDIDATES WHO HAVE WISH TO RESIT SECTION(S) OF THE EPORTFOLIO OF EVIDENCE ONLY**

***If your work is referred a second time, you cannot make another attempt until you have finished all five units.*
The first re-sit submission is free of charge. The fee for any second or subsequent referrals is £10 per learning outcome.**

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| **CANDIDATE INFORAMTION** |
| **Name:** |  |
| **Candidate Number:** |  |
| **Email Address:** |  |

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| **DECLARATION** |
|  | I can confirm that I have submitted all five units of my CiLCA eportfolio  |
|  | Yes |[ ]   | No |[ ]   |
|  | I have used the [CiLCA Portfolio guide 2015](https://www.slcc.co.uk/site/wp-content/uploads/2019/09/2017-Portfolio-Guide.pdf) and **assessment criteria** to **re-work** **the** **Learning Outcomes (LOs)** **of the portfolio**.Please write the learning outcomes numbers that you are resubmitting in the space below |
|  |  |  |
|  | **Total Number of LOs resubmitted:** |  |
|  | **Total Paid:** |  |
|  |  |
|  | My portfolio will be marked against standards upheld by the Internal Quality Assurance Verifier of the Certificate of Local Council Administration and their decision is final. |
|  | I understand that referral fee is non-refundable without exception and covers all administration costs (marking, certification etc) |
|  | Please refer to the instructions on the EMMA Portfolio – your Learning Outcome will be unlocked on receipt of this form and payment  |

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| **REFERRAL FEE PAYMENT METHOD** |
| I confirm that I have | enclosed a cheque for the amount sated above |[ ]
|  |  |  |
|  | have paid via BACS for the amount sated above  |[ ]
| Reference is **your candidate number & referral** for both cheques and BACS payment |
| Pay by BACS to Unity Trust BankSort Code: 60-83-01 Account No: 20314459Please make cheques payable to: SLCC  |

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| **Signed:** |  |
|  |  |
| **Date:** |  |  |