

In order for you to make a decision about enrolling for your next course of study, we would advise you to send your EAR1 form as early as possible. Regardless of the payment format, ALL pages of this form must be completed and posted OR emailed to ABE.

**The closing date for EAR1 form submissions is 10 (ten) working days after the date of results publication.**

Please note that the form must be accompanied by the correct payment. If correct payment is not attached or if any page is missing, the form will not be processed.

Enquiries about assignment result requests can only be accepted via this form. We cannot enter into correspondence regarding the outcomes of EAR requests.

Result date:

Day      Month      Year

ABE Learner no.

Date of birth:

Title:  Mr    Ms    Miss    Mrs   Other (please specify):

Family Name:

Given Name:

Full Address:

Email - *it is important that you provide an up-to-date email address, in case we need to contact you*

Name of centre where you are studying:

Unit(s) requested for clerical check or EAR	For office use only
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Note: You must pay a fee for EACH unit. If you send a payment for one unit we will only re-mark the first unit.

## To submit your EAR1 form

by email: [admissions@abeuk.com](mailto:admissions@abeuk.com)

by post: Admissions Team - ABE, New Malden Business Centre, 46/50 Coombe Road, New Malden, Surrey, KT3 4QF, UK

To query an existing application, you can email [admissions@abeuk.com](mailto:admissions@abeuk.com)

# Service requested

only one service is available per enquiry

● Clerical check

Fee per assessment - £20.00

This service involves checking that all parts of the assessment have been marked, the marks have been totalled correctly and that the marks have been recorded accurately on the ABE database. A response will be provided in no more than 15 working days of receipt of cleared funds.

● Re-mark & Report on Performance

Fee per assessment - £120

This service will include a clerical check of the assessment and a re-mark. A report will be provided giving feedback on performance. A response will be provided in no more than 30 working days of receipt of cleared funds.

**\*PLEASE NOTE:** We send letters and emails confirming the result of your EAR enquiry within time scales above. However, we are not responsible for non-delivery or late post. If you do not receive the letter on time, please check your grade changes, if any, on the Members Area at [www.abeuk.com](http://www.abeuk.com) or contact us on [admissions@abeuk.com](mailto:admissions@abeuk.com).

**EAR fees are non-refundable.**

I have read and accept the ABE regulations and conditions on this EAR1 form.

ABE Global LTD is a private company limited by guarantee and registered in England and Wales with company number 1096719.

Signature

Print Name

Date

## Credit/Debit Card Payment Form

Payment is only accepted by credit/debit card. EAR1 Forms will not be accepted unless accompanied by the correct payment. EAR1 requests will not be processed until funds are cleared.

Tick method of payment  Debit my ABE account (will be approved only if account has a credit balance)  
 Deduct from my credit/debit card - details below

Clerical Check                      Re-mark & Report                      Please enter Total Payment  
 £    £    £

I authorise you to debit my Visa/Delta/MasterCard/Maestro/JCB/AMEX account with the amount £

My card number is

Expiry date	Valid from	Issue no.	Security Code
Month      Year	Month      Year	(if applicable)	(last three digits on signature strip on back of the card)

**IMPORTANT NOTICE**  
YOU MUST PROVIDE THE SECURITY CODE FOR PAYMENT TO BE ACCEPTED

Cardholder Name

Cardholder Address

Postcode (UK address only)  Telephone no.

Customer Signature  Date