

BAR STANDARDS BOARD

REGULATING BARRISTERS

Authorisations Team Guidance on Transferring Qualified Lawyer Application Fee Payments and Refunds

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1. General

- 1.1 Application fees are payable for Transferring Qualified Lawyer (“TQL”) applications processed by the Authorisations Team.
- 1.2 Application fees cover the processing and assessment cost of an application. Generally, fees are not refundable – please see paragraph 3.3 below for circumstances in which an application fee payment may be refundable.

2. Methods of Payment

- 2.1 Once you have submitted your TQL application form (via email or the MyBar portal), we will generate an invoice for the fee and send it to you, by email. When paying an application fee, you will need to quote your **Invoice ID** to enable us to reconcile your payment.
- 2.2 Our preferred method of payment is bank transfer (BACS). When paying by BACS, you must ensure that the BSB receives the full amount in Sterling: **ie you must pay all charges of your bank and agents charges, including those of the BSB.** This may include a handling charge levied by RBS if the issuing bank does not pay all bank charges.
- 2.3 Applicants making payment via BACS are responsible for ensuring that the correct bank details are used, and the correct amount is transferred.
- 2.4 International banking charges: You must pay any international banking charges in addition to the prescribed fee (your bank should be able to advise you on this). We will not process applications where less than the prescribed fee is received. Please see information regarding international refunds in the Refunds section of these guidelines.
- 2.5 If you are unable to pay by BACS, you may make payment by credit/debit card. Once you have received an email acknowledgement that your application has been logged and you have received your invoice by email, please call the Authorisations Team on 020 7611 1444 to make a card payment.
- 2.6 If you are making payment via telephone, please ensure that you are using your own credit/debit card. If a third party will be making a payment with their own credit/debit card on your behalf, please ensure that they are able to quote your full name, your postal and email addresses, and your invoice reference.
- 2.7 Please note that **we do not** accept cheques or cash in payment of application fees.
- 2.8 **You must submit your application (ie your completed application form and all related supporting documents) before you pay the prescribed fee.** If you choose to make an advance fee payment and do not submit the related application form and supporting evidence within one month of the date of your payment, any funds transferred to us will be written off by our Finance Department. In these circumstances, funds will be subject to our accounting reconciliation process and will not be recoverable by you for future applications or available for either a full or partial refund.

3. Refunds

3.1 Please see the following information on how refunds are issued:

3.1.1 If you have overpaid the application fee, we will contact you directly to arrange a refund. Alternatively, if you think you are entitled to a refund (in line with paragraph 3.3 below) you may contact the Authorisations Team directly, via our dedicated email address:
TQLRefunds@barstandardsboard.org.uk.

3.1.2 The Authorisations Team is not obliged to refund fees paid where no related application form is submitted.

3.1.3 We require the following details from you in order to process a refund:

- Applicant name
- Applicant's home address (if it is outside of the UK)
- Bank name
- Bank account holder name
- Sort code
- Account number

3.1.4 When submitting a request for a refund you must provide us with the bank details used to make the original payment. You should ensure that the bank details and payment reference match exactly otherwise the automated payment system will reject the payment.

3.1.5 International refunds: Please be advised that we do not cover the cost of international banking and we will recover the cost of any international banking charges from your refund. If the international banking charges are expected or likely to exceed the refundable amount, a refund will not be processed

3.1.6 You should allow up to three months for us to process your refund request.

3.2 In general, refunds will not be issued in the following circumstances:

- i) Where a decision for an application has been issued.
- ii) Where an application has been withdrawn because the applicant has not responded to an information request before the deadline specified by us (including in relation to payment details), and they do not request a refund before the end of the current financial year (ie 31 March).

- iii) Where assessment of the application has commenced.

3.3 In general, refunds may be issued in the following circumstances:

- i) Full refund: Where the applicant receives a successful fee waiver decision and has already paid the application fee.
- ii) Partial refund: Where the applicant has overpaid their application fee (please note restrictions on this rule specified in paragraph 3.1)
- iii) Partial refund: Where the applicant has submitted payment of an incorrect fee amount (eg by paying the fee associated with a different application type from the application form that they completed). It may be appropriate to refund part of the original payment if the correct fee is lower than the amount paid. If the original payment is lower than the correct fee, then it may be possible to transfer that payment to the correct fee and for the applicant to pay the balance. Applicants in such circumstances should contact the Authorisations Team directly to discuss the appropriate course of action.
- iv) Partial refund: Where the application has been withdrawn either at the applicant's request or because they have failed to respond to an information request from us, we will retain an administration fee of £250 from the original fee payment.

English Language requirements

- 3.4 Please see our related guidance¹ for TQL applicants on the evidence required from an applicant to demonstrate their English language competence.
- 3.5 If you are unable to provide the necessary evidence to meet our requirements, you will be able to withdraw your TQL application and to request a refund of your fee payment. Please note that any such refunds will be subject to an administration fee of £250.
- 3.6 If you do not contact us within the designated timeframe, either to provide evidence of your English language competence or to confirm that you are unable to do so, your TQL application will be withdrawn at the end of that period.

¹ Link to be added

- 3.6.1 If, following the withdrawal of your application, we do not hear anything further from you by the end of March 2027, your application fee payment will be written off by our Finance Team and will no longer be available for a refund
- 3.6.2 If, following the withdrawal of your application, you do contact us before the end of March 2027, you will still be able to request a refund of the application fee; however, this will be subject to an administration fee of £250.