

Our Fees - 2019/20

This year we have decided not to increase our fees, so we can support you in delivering great value on qualifications and assessments. However, as of 1 September 2019 we will be increasing our Annual Fee to £250 plus VAT.

General Fees for Centres Only:

Annual Fees	
Annual Fee	£250 plus VAT

Additional Enrolment Fees	
Individual Learner Late Enrolment ¹	£20
Individual Learner Late Examination Registration ²	£20
Joint Centre Recognition Qualification Approval Visit (full day or two half days) ³	£600
Qualification Approval Visit (half day for one qualification/suite of qualifications) ⁴	£300
Qualification Approval remote	£300
Qualification Advisory Visits (for one qualification / suite of qualifications)	£300

Additional Moderation Fees	
Visit	£300
Postal / Remote	£100
Remote Validation of Centre Assessment Materials	£80

External Examination Fees	
Re-sit fees for onscreen tests	£16
Re-sit fees for traditional paper-based examinations	£16

Counselling	
Re-Submission Fees for External Assessments for the Level 4 Diploma in Therapeutic Counselling [500/9253/4]	£36.90

¹ Learners on courses up to and including 10 weeks in length must be enrolled within 28 working days of the start date. Where the course duration is longer than 10 weeks, learners must be enrolled within 60 working days of the start date.

² Candidates must be entered for examinations and external assessments 28 working days before the exam date or the first date of any set period. We cannot guarantee that requests received at short notice will be processed. Late requests that are processed outside of the above criteria will be subject to additional enrolment fees listed above.

³ These fees are applicable to Centres in the UK. Fees for international Centres will vary. The Qualification Approval is for one application that may include a suite of qualifications within the same sub-sector

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Replacement/Re-issued Certification Fees⁵	
Replacement/Re issued Certificate (centres only)	£18
Authenticating a Certificate	Free
Confirmation of Award (to the Centre about their learners) (post 2005)	Free
Re-issued Certificates to a Centre (7 or more from the same cohort)	£125

Enquiries	
Clerical check of reporting and figures	£10
Examiner re-mark and report per script	£100
Remote external moderation review and report	£100
External moderation visit and report	£300

Appeals	
Appeals	At cost

Administration Fees	
Retained when refunding learner registration	£10
Charged when learners transfer to another Centre	£10
Charged when Centres request changes to learner details	£10
Subject Access Request (per request)	£10

Event Fees	
Event fees	Variable
Cancellations less than 7 days prior to event	Full event fee
Cancellations after the closing date	Full event fee

QUALIFICATION FEES

Qualification fees	
Credit charge	£2.20 per credit
Moderation / Certification	£18 per learner

Please refer to the individual qualification pages for specific Qualification Fees. Please note the fees listed are the minimum qualification fee, additional charges may be applicable subject to your requirements.

⁵ Please note that there may be additional charges when posting certification / verification overseas.