

Our Fees – 2023/24

This document outlines our fees for the 2023-24 academic year effective from 1 September 2023.

For further advice please contact Centre Support on 0115 854 1620.

General Fees for UK Based Centres Only¹

Annual Fees	
Annual Centre Fee	£525 plus VAT

Centre Recognition / Qualification Approval Fees	
Joint Centre Recognition Qualification Approval Visit (full day or two half days, for one qualification / suite of qualifications)	£700
Qualification Approval Visit (half day for one qualification/suite of qualifications)	£300
Qualification Approval remote (for one qualification / suite of qualifications)	£300
Qualification Advisory Visits (for one qualification / suite of qualifications)	£375

Additional Enrolment Fees	
Individual Learner Late Enrolment ²	£20
Individual Learner Late Examination Registration ³	£20

Additional Quality Assurance Fees	
Centre Quality Assurance Engagement	£500
Remote Validation of Centre Assessment Materials	£175

¹ All fees contained within this document relate to UK Based Centres only, fees for International Centres will vary and are available on request.

² Learners on course up to and including 10 weeks in length must be enrolled within 28 working days of the start date. Learners on a course where the duration is longer than 10 weeks must be enrolled within 60 working days of the start date.

³ Candidates must be entered for examinations and external assessments 28 working days prior to the exam date or the first date of any set period. We cannot guarantee requests received at short notice will be processed. Late requests will be subject to additional fees listed above.

External Examination Fees

Non-Proctored Examinations	
1 st Re-sit fee	No Fee
Subsequent Re-sit fees	£20
Proctored Examinations	
Remote Invigilation (Proctoring) per Assessment	£10
1 st Re-sit Fee – includes cost of Proctoring	£10
Subsequent Re-sit Fee – Includes cost of Proctoring	£20

Counselling	
Re-Submission Fees for External Assessments for the Level 4 Diploma in Therapeutic Counselling [603/5029/5]	£36.90

Re-issued Certification Fees ⁴	
Re-issue of Certificate	£20
Authenticating a Certificate	No Fee
Confirmation of Award (to the Centre about their learners) (post 2005)	No Fee
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 Quality Assurance review and report	£100
External Quality Assurance visit and report	£300

⁴ There may be additional charges when posting certification / verification overseas.

Appeals⁵	
Enquiry against a decision	No Fee
Appeal – 1 st stage Decision Review	£200
Appeal – 2 nd stage Appeals Panel	£450

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

Qualification Fees

Please refer to the individual qualification pages on our website for specific Qualification Fees.

Please note the fees listed are the minimum qualification fee, additional charges may be applicable subject to your requirements.

External Quality Assurance / Certification Fees	
Applicable for allowable individual Unit Registrations	£20 per learner
Note: This does not include the Unit Registration Fee	

Qualification Development Fees	
Custom development of qualifications	POA

⁵ All Appeal fees are fully refundable upon a successful appeal.