# Our Fees - 2019/20

This document outlines our fees for the 2019/20 academic year. Information is also provided on fees relating to our Annual Fee. For further advice please contact Centre Support on 0115 854 1620.

## General Fees for Centres Only:

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| **Annual Fees** | |
| Annual Fee | £250 plus VAT |

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| **Additional Enrolment Fees** | |
| Individual Learner Late Enrolment1 | £20 |
| Individual Learner Late Examination Registration2 | £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 |

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

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

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| **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.

1. 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 |

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| **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 |

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| **Appeals** | |
| Appeals | At cost |

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| **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 |

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| **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

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| **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.

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