

# Our Fees – 2024/25

This document outlines our fees for the 2024-25 academic year effective from 1 September 2024.

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

## General Fees for UK Based Centres Only<sup>1</sup>

Annual Fees	
Annual Centre Fee Note: This will be invoiced in August 2024	£650 plus VAT
Combined Annual Centre Fee (for Centres also using BIIAB) Note: This will be invoiced in August 2024	£1000 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)	£775
Qualification Approval Visit (half day for one qualification/suite of qualifications)	£375 (plus expenses)
Qualification Approval remote (for one qualification / suite of qualifications)	£375
Qualification Advisory Visits (for one qualification / suite of qualifications)	£600 (plus expenses)

Additional Enrolment Fees	
Individual Learner Late Enrolment <sup>2</sup>	£25
Individual Learner Late Examination Registration <sup>3</sup>	£20

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

<sup>2</sup> 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.

<sup>3</sup> 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.

<b>Additional Quality Assurance Fees</b>	
Additional Centre Quality Assurance Engagement (Following concerns identified through a previous monitoring activity)	£525 (plus expenses)
Remote Validation of Centre Assessment Materials	£225

## External Examination Fees

<b>External Examination Fees</b>	
1st Re-sit fee	No Fee
Subsequent Re-sit fees	£20

<b>Additional Fees for Proctored Examinations</b>	
Remote Invigilation (Proctoring) per Assessment	£12.50

<b>Counselling Qualifications</b>	
Re-Submission Fees for External Assessments for the Level 4 Diploma in Therapeutic Counselling [603/5029/5]	£47.50

## Certification, Appeals and Administration Fees

<b>Re-issued Certification Fees<sup>4</sup></b>	
Re-issue of Certificate	£25
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)	£150

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

<b>Enquiries</b>	
Clerical check of reporting and figures	£10
Examiner re-mark and report per script	£150
Remote External Quality Assurance review and report	£225
External Quality Assurance visit and report	£525 (plus expenses)

<b>Appeals <sup>5</sup></b>	
Enquiry against a decision	No Fee
Appeal – 1st stage Decision Review	£375
Appeal – 2nd stage Appeals Panel	£600

<b>Administration Fees</b>	
Retained when refunding learner registration	£15
Charged when learners transfer to another Centre	£20
Charged when Centres request changes to learner registration details. (from the 1st March 2025 we will allow 24 working hours to make the change before fees are charged).	£20
Subject Access Request (per request)	£45

## 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.

<sup>5</sup> All Appeal fees are fully refundable upon a successful appeal.

### 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