

Qualifi Fees and Charges Policy

OCTOBER 2023

Introduction

Qualifi aims to be transparent in our fees and charges so that Users and potential Users are clear about how much they will pay for products and services provided by Qualifi.

On an annual basis, the fees and charges are reviewed and a list of standard fees and charges is provided to Users and available on request. Potential Users are issued with this information at the initial enquiry stage.

Fees and charges will be set in comparison to other awarding organisations when possible to ensure value for money. All invoices raised for fees will be in GB Pounds (GBP) and must be paid within 30 days of receipt of the invoice and be in GBP.

Qualifi will not accept any payments other than in GBP unless prior written authorisation has been granted.

Scope of Fees and Charges

Qualifi may make charges for any or all of the following:

- Centre Approval
- Qualification Approval
- Qualification Development
- Advisory centre visits
- Late payment of invoices (as outlined in the Invoice Policy)
- Learner registrations
- Late registrations
- Assessment of Learners
- Replacement certificates
- Additional quality assurance where interventions are required to secure regulatory requirements.

Postage charges for the issue of certificates within the UK are usually incorporated in the certification fees. Certificates issued to centres outside the UK will incorporate additional fees due to the high cost of postage and package.

Late Payments

As outlined in the most recent Invoicing Policy, any invoice that is not paid within the specific timescales outlined on the invoice will incur charges unless prior written approval by Qualifi has been issued.

Refunds

Any overpayment made which is upheld after investigation by Qualifi will be made by BACS transfer to the payer. All requests for refunds must be made in writing to Qualifi. Contact details are available on the website www.qualifi.net

Packages

We do will not normally package qualifications with other products or services but will inform Users if a qualification is part of a package and will from time to time seek feedback from Users on whether the package is appropriate.

We will review our fees and charges annually and introduce any revised fees and charges no earlier than three months from the review date to satisfy the planning requirements of the User and potential User. Qualifi's Fees table will clearly indicate the date the fees have been reviewed.

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