



# Fees & Pricing Policy

Version: POL010-V23-1

Department: Finance



01530 836662



[info@futurequals.com](mailto:info@futurequals.com)



[futurequals.com](http://futurequals.com)

This document is copyright under the Berne Convention. All rights are reserved. Apart from any fair dealing for the purposes of private study, research, criticism, or review, as permitted under the Copyright, Designs and Patents Act 1998, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form by any means, electronic, electrical, chemical, mechanical, optical, photocopying, recording or otherwise, without prior written permission of the copy owner.

## **Fees and Pricing Policy**

***All fees listed are subject to VAT, chargeable at the current national rate\*.***

***Please refer to the current Centre Contract for further information regarding invoicing and payment terms and conditions.***

### **VAT Status**

Customers who believe they are an eligible body as per HMRC ruling are required to provide supporting evidence with their application, a valid VAT Exemption Certificate, and state which act, clause, and section the exemption is being claimed.

Should a centre fail to inform of their VAT Exemption, it is important to note that the exemption will not be backdated.

Persons signing the document must have the authority to confirm the VAT status of the entity.

The centre fee process is not exempt as this is a service.

### **UK Centre Approval Fee - £750**

- This fee includes the cost of the centre's first EQA Activity. This fee is non-refundable.
- We are unable to check any approval documents until payment has been received.
- Centres will have six months from the date of payment to complete their application. If this deadline is not met, a further approval fee will be payable.

### **UK Qualification Fees**

- Fees for all qualifications, including assessment resit fees, can be found on our website: [www.futurequals.com](http://www.futurequals.com)

### **UK Minimum Annual Spend Threshold - £1,000**

- All UK centres will be subject to a minimum annual spend of £1,000, covering the period 1<sup>st</sup> January to 31<sup>st</sup> December.
- The initial annual minimum spend for new centres approved during the calendar year is calculated on a pro-rata basis.
- The minimum spend threshold solely includes registrations and therefore does not cover approval fees or quality assurance visits.
- Centres that do not meet the minimum threshold will be invoiced each January for the difference between their actual spend and the minimal spend threshold.
- FutureQuals may also terminate a centre's approval, in line with Clause 16c of the Centre Contract, should the centre fail to reach the minimum spend threshold.

### **External Quality Assurance Sampling – Scale of fees**

- All centres will be subject to External Quality Assurance of qualifications. Under the FutureQuals CASS (Centre Assessment Standards Scrutiny) policy each certificate claim will be reviewed to assess whether further quality assurance activities are needed.

- Where a centre requests an on site EQA sampling visit, travel and any other applicable expenses will be charged in addition to the sampling fee.
- EQA sampling will be charged according to the size and complexity of the sample according to the following scale:
  - Mini - £37.50, plus £25 for feedback meeting if requested
  - Small - £75, plus £25 for feedback meeting if requested
  - Medium – £100, plus £25 for feedback meeting if requested
  - Large - £150, including feedback meeting.
- The appropriate fee will be chargeable if an EQA sample is cancelled by the centre with less than five working days' notice.

#### **Annual Governance Review – After 1<sup>st</sup> year**

- All centres will be subject to an Annual Governance Review. This may be undertaken remotely or by a site visit.
- A fee of up to £150 will be chargeable if an onsite visit is cancelled by the centre with less than five working days' notice.

#### **Additional UK External Quality Assurance Support Visits - £300**

- If a centre wishes to arrange a support visit, this may be requested via the Quality Assurance Team.
- This fee will be chargeable if the visit is cancelled by the centre with less than five working days' notice.

#### **Overseas Centre Approval and External Quality Assurance Fees - POA**

- Please email [qualityassurance@futurequals.com](mailto:qualityassurance@futurequals.com) for information on overseas fees and pricing.

#### **Learner and Centre Appeals – Stage 1: £100, Stage 2: £200**

- If an appeal is upheld, at either stage 1 or stage 2, the relevant fee(s) will be refunded.
- Learners should always follow their centre's appeals process, prior to contacting FutureQuals.

#### **Replacement Physical Certificate - £25 per Learner per qualification**

#### **Replacement E-Certificate - £5 per Learner per qualification or £25 per cohort (maximum of 10 Learners)**

### **Withdrawal of Learners and Extension Requests – Free of charge**

- Registration fees for withdrawn learners are non-refundable.

### **Learner Transfers**

- We do not offer transfers between centres.
- Learners may be transferred to a different qualification within the same centre
- No refunds are given if the registration fee for the new qualification is lower
- The difference in registration fees must be paid if the fee for the new qualification is higher

### **Remote online invigilation – Functional Skills - £25 per hour, per learner**

- Centres must give at least 10 working days' notice to book a FutureQuals online invigilation, for assessments and exams taken via our online exams system XAMS.
- Bookings will be subject to availability of invigilators.
- If an invigilation is cancelled with less than 2 days' notice, or the learner fails to attend fees will be retained by FutureQuals.

*\* Exceptions include qualifications deemed as VAT-exempt by HMRC.*



**Future**Quals<sup>®</sup>



01530 836662



[info@futurequals.com](mailto:info@futurequals.com)



[futurequals.com](http://futurequals.com)