



# FutureQuals<sup>®</sup>

## Fees, Pricing and Invoicing Policy

### Who is this policy for

This policy applies to:

- FutureQuals Approved Centres
- FutureQuals registered Learners

**Version** | **POL207-V26-2**

**Disclaimer:** Any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, kindly refer to the version available on our official website.

| Version       | Date         | Description  |
|---------------|--------------|--|
| POL-207-V26-2 | January 2026 | EPA approval pricing included within Qualification and Centre Fees section                                 |
| POL207-V26-1  | January 2026 | Merged Fees & Pricing and Invoicing Policies<br>Previous Policy references - POL010-V24-1 and POL014-V23-2 |

Please note: This version replaces all previous versions.

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## Policy

This policy outlines the fees associated with FutureQuals services and the invoicing and payment terms applicable to Approved Centres and other stakeholders.

### Qualification and Centre Fees

- UK Qualification Fees: Published on [www.futurequals.com](http://www.futurequals.com)
- Centre Approval Fee (Qualifications): £750 (includes first EQA activity; non-refundable)
- Centre Approval Fee (Apprenticeship Assessment Services): £0.00\*
- Minimum Annual Spend: £1,000 (UK centres only; pro-rata for new centres)

\*Centres Approved for Apprenticeship Assessment Services that then wish to be approved for Qualifications will still be subject to the Centre Approval Fee (Qualifications).

### Quality Assurance Fees

- EQA Sampling:
  - Mini: £37.50 (+£25 feedback if requested)
  - Small: £75 (+£25 feedback if requested)
  - Medium: £100 (+£25 feedback if requested)
  - Large: £150 (includes feedback)
- Support Visits: £300 (UK centres)
- Overseas QA Fees: Price on application

### Other Fees

- Appeals: £100 (Stage 1), £200 (Stage 2), £200 (Stage 3); refunded if upheld
- Replacement Certificates:
  - Physical: £45
  - E-certificates: £35 (if centre unable to assist)
- Remote Invigilation: £25 per learner per exam
- Transfers & Withdrawals:
  - No admin fee for withdrawals/extensions
  - Transfers to more expensive qualifications: charged for difference
- Change of Centre Control: £100

### Invoicing and Payment Terms

- Invoice Generation: Issued on transaction date (e.g. registration, QA visit, Apprentice Assessment)
- Credit Accounts: Only available to Approved Centres; others pay via pro-forma
- VAT Exemption: Centres must provide valid exemption certificate; not backdated
- Payment Terms: 30 days from invoice date
- Disputes: Must be raised within 21 days of invoice receipt
- Late Payment: Interest charged at 8% + base rate (Late Payment of Commercial Debts Act 1998)
- Payment Methods:
  - BACS
  - Remittances: [finance@futurequals.com](mailto:finance@futurequals.com)

## Links to other policies

This policy should be read in conjunction with the following policies and procedures:

- Sanctions Policy
- Malpractice and Maladministration Policy

## Links to regulatory criteria

| Regulator         | Regulatory rule or guidance document                | Regulatory condition / principle |
|-------------------|---|----------------------------------|
| CCEA/ Ofqual/ QW  | Standard / General Conditions of Recognition        | F1, F3                           |
| Ofqual            | EPA Qualification Level Conditions and Requirements |                                  |
| SQA Accreditation | Regulatory Principles (2021)                        | RP5                              |

## Definitions

|                         |  |
|-------------------------|--|
| <b>Credit Account</b>   | An account allowing centres to pay post-service, subject to approval |
| <b>VAT Exemption</b>    | A status allowing exemption from VAT, requiring valid certification  |
| <b>Proforma Invoice</b> | Invoice requiring payment before service is delivered                |

## Process

1. Centre or learner initiates transaction (e.g. registration, QA visit, Apprentice Assessment)
2. Invoice generated (or proforma if no credit account)
3. Payment due within 30 days
4. Disputes raised within 21 days
5. Late payments incur interest
6. Services withheld if account is overdue

## Review Date

This policy shall be reviewed periodically or updated should there be any changes to legislation, regulation or custom and practice.