



Document 3 – Endorsement Fees

UK Endorsement fees:

	Not-for-profit (provide evidence/rationale for reduced fee)	Not-for-profit (where commercial products /technologies promoted)	For-Profit Organisation	Higher Education/Degree Programme	Education Centre ****
Submission fee	£100	£150**	£150**		
Initial review/process fee				£1500	£3000
Endorsement visit				£1500***	£3000
Endorsement fee*	£350	£500	£500	£2500	£4000
Renewal fee	£175 (every two years)	£200 (every two years)	£200 (every two years)	£1000 (per year)	£3000 (per year)
Certificate production (per delegate, per course)	£10	£10	£10	£10	£10

* Endorsement fee includes logo usage and listing of the course on the College website and in the quarterly newsletter.

** The College takes up to fourteen days to review each endorsement application. Submissions received less than fourteen days prior to the date of the event will incur an additional 50% late submission fee charge (of £75.00).

*** This excludes a £450 fee for each member of the visiting panel, for each day of the visit, to cover their leave. It also excludes any travel expenses and accommodation that are required.

**** General recommendation is for a minimum of 2 and a maximum of 10 courses. If more than 10, the fee will be based on the exact number of courses. If an Accredited Centre plans to introduce a new course during the accreditation term, the College will need to be informed at least two months prior to the first intake of the course(s). The course will have to undergo the College Course Approval mechanism. The charge will be in accordance with the Course Approval fee structure.

International Endorsement Fees:

Fees based on application. International fees will be charged on a case-by-case basis, using UK rates as a baseline, and reflecting any additional cost due to the nature of the event or activity being accredited, as well as local economic conditions.