

iTEC Service Fees - GBP

iTEC Service Fees	2019-20 Prices
Centre Approval Fees	
Initial approval visit / Registration Fee	£600.00
Additional site / centre / venue fee	£450.00
Re-approval / Re-Inspection Fee	£600.00
Visit for approval of a further qualification sector	£300.00
Additional advisory visits as a result of risks picked up within verification	£450.00
Additional centre requested training/support visit (subject to requirements)	From £300.00
Cancellation of an agreed and planned visit	£450.00
VTCT / iTEC Approved Centre Certificate (issued after completion of approval process)	FREE
Practical Examination Fees	
Minimum Fee for Practical Examination held at a college	£1000.00
Late Fee (includes late additions) per learner	£15.00
Marking of re-submitted Case Studies/Late Case Study Submission	£25.00
Administration Fee	£10.00
Student Registration Fee - Overseas 1&2 Exams (Does not include UK centres)	£25.00
Student Registration Fee - Overseas 3 Exams (Does not include UK centres)	£29.00
Student Registration Fee - Overseas 4+ Exams (Does not include UK centres)	£31.00
Learner Fees	
Learner withdrawn within 30 days of registration - Non-practical qualification NB: This does not apply to Functional Skills qualifications. No credit will be issued upon learner withdrawal from Functional Skills qualifications.	Credit note issued less £5.50 administration fee
Transfer between qualifications within 30 days of registration - Non-practical qualification	Credit note issued for original registration fee less £5.50 administration fee New invoice raised
Amendment to learner personal details	£15.00
Amendment to learner registration details after certificate has been issued (replacement certificate issued)	£50.00
Transfer of registered learner to qualification with lower registration fee after 30 days from registration	£15.00 (difference in costs non-refundable) *
Transfer of registered learner to qualification with higher registration fee after 30 days from registration	£15.00 (cost difference to be invoiced) *
Transfer between Functional Skills/Core Skills (level or subject)	£15.00
Registered learner moving to a new iTEC approved centre (provided registration is valid)	Applicable qualification fee invoiced to new centre

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Examination and moderation fees			
Examination entries within deadlines		Included in registration fees	
Theory examination and moderation entries later than published deadlines (no entries are permitted beyond a critical point)		£35.00 (per assessment, per candidate)	
Withdrawal before deadline		No charge	
Enquiry About Results (EARs) fee - (Refunded should EAR be successful)		£15.00 (per assessment)	
Appeal about results - (Refunded should appeal be successful)		£150.00	
Application for Recognition of Prior Learning (RPL)		£25.00	
Re-sit for all non-automated and practical examinations (excludes NVQ or VRQ) due to referral or non- attendance or re-submission of coursework		£15.00 (per assessment)	
Re-sit for examinations for NVQ or VRQs due to referral or non-attendance or re- submission of coursework		£5.00 (per assessment)	
Certification and transcript fees			
Certification		Included in registration fees	
Replacement of correctly issued certificate		£35.00	
Provision of a letter of confirmation of qualification awarded		£60.00	
Resit and Re-Enrolment Fees (per qualification)			
Theory & Practical: per candidate per examination within the same booking	1 exam	£20.00	
	2 exams	£25.00	
	3 exams	£30.00	
	4 exams	£35.00	
	5 exams	£40.00	

All fees are plus VAT unless otherwise specified and iTEC reserves the right to amend or update these fees at any time.

* Administratively, a credit note will be issued for original invoiced qualification and a revised invoice will be issued for the qualification transferred to. An administration charge will be made where there is a non-refundable difference in costs.