

Additional Fees – 2026/27

This document outlines our additional fees for the **2026-27** academic year, effective **1 September 2026**. For further advice, please contact our Centre Support team on 0115 854 1620. Please refer to the individual qualification pages on our website for specific Qualification Fees.

Late Learner Enrolment Fees	
Individual Learner Late Enrolment ¹	£25

Quality Assurance Fees	
Remote Validation of Centre Assessment Materials	£225
External Quality Assurance visit and report Note: this is payable when an additional visit is required following concerns from the initial visit.	£525 (plus expenses)
Cancellation or postponement of an External Quality Adviser (EQA) interaction less than two working days prior to the planned visit date and time.	£150

External Examination Fees	
1st Re-sit fee	No Fee
Subsequent Re-sit fees	£20
Level 4 Diploma in Therapeutic Counselling [603/5029/5] Re-Submission Fee for External Assessments	£47.50

Fees for Proctored Examinations	
Remote Invigilation (Proctoring) per Assessment	£15

Certification Fees²

Replacement Certificates / Letters of Verification	£35
Replacement Certificates / Letters of Verification for BIIAB	£35 +VAT
Confirmation of Award (to the Centre about their learners) (post 2005)	No Fee
Re-issued Certificates to a Centre (7 or more from the same cohort)	£150

Administration Fees

Retained when refunding learner registration (within 28 days of initial registration)	£15
Transfer of Learner to another Approved Centre	£20
Changes to learner registration details (No charge for any changes notified within the first 24 hours of registration)	£20
Changes to course details, e.g., end date, site venue, unit information. (No charge for any changes notified within the first 24 hours of registration)	£20
Subject Access Request (per request)	£45

Qualification Development Fees

Custom development of qualifications	POA
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Appeals³

Enquiry against a decision	No Fee
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Appeal – 1st stage Decision Review	£375
Appeal – 2nd stage Appeals Panel	£600

CPC Fees

Please note that these fees apply in addition to the fees listed above.

CPC Examinations Fees – Passenger Transport and Road Haulage	
Full Qualification per Candidate (Multiple Choice Case Study)	£125
Multiple Choice Unit Only (Per Candidate)	£50
Case Study Unit Only (Per Candidate)	£75

Additional CPC Fees	
Amendment to Registration details	£20
Copy of Candidate Exam Script – (Case Study Exam only)	£13.50
Individual Learner Late Examination Registration	£20
Re-sit Fees are charged at the full Examination / Unit rates	

CPC Enquiries ⁴	
Clerical check of reporting and figures	£10
Examiner re-mark and report per script	£150
Examiner re-mark with no report, per script	£50

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1. Learners on a course of up to and including 10 weeks must be enrolled within 28 working days of the start date. Learners in a course lasting more than 10 weeks must be enrolled within 60 working days of the course start date.
 2. There may be additional charges when posting certification/verification overseas.
 3. All Appeal fees are fully refundable upon a successful appeal.
 4. All Enquiry/Remark fees are fully refundable upon a successful Enquiry.