

Our Additional Fees – 2025/26

This document outlines our additional fees for the 2025-26 academic year, effective 1 September 2025. For further advice, please contact Centre Support on 0115 854 1620.

Additional Enrolment Fees	
Individual Learner Late Enrolment ¹	£25
Individual Learner Late Examination Registration ²	£20
Additional Quality Assurance Fees	
Remote Validation of Centre Assessment Materials	£225

External Examination Fees

External Examination Fees	
1st Re-sit fee	No Fee
Subsequent Re-sit fees	£20
Counselling Qualifications	
Re-Submission Fees for External Assessments for the Level 4 Diploma in Therapeutic Counselling [603/5029/5]	£47.50
Additional Fees for Proctored Examinations	
Remote Invigilation (Proctoring) per Assessment	£12.50

¹ Learners on a course up to and including 10 weeks in length must be enrolled within 28 working days of the start date. Learners on a course with a duration of more than 10 weeks must be enrolled within 60 working days of the course start date.

² Candidates must be entered for examinations and external assessments 28 working days prior to the exam date or the first date of any set period. We cannot guarantee requests received at short notice will be processed. Late requests will be subject to additional fees listed above.

Certification, Appeals and Administration Fees

Re-issued Certification Fees ³	
Re-issue of Certificate	£35
Authenticating a Certificate	No Fee
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

Enquiries	
Clerical check of reporting and figures	£10
Examiner re-mark and report, per script	£150
Examiner re-mark with no report, per script	£50
Remote External Quality Assurance review and report	£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)

Appeals ⁴	
Enquiry against a decision	No Fee
Appeal – 1st stage Decision Review	£375
Appeal – 2nd stage Appeals Panel	£600

³ There may be additional charges when posting certification/verification overseas.

⁴ All Appeal fees are fully refundable upon a successful appeal.

Administration Fees	
Retained when refunding learner registration	£15
Charged when learners transfer to another Centre	£20
Charged when Centres request changes to learner registration details. (from the 1 March 2025 we will allow 24 working hours to make the change before fees are charged).	£20
Subject Access Request (per request)	£45

Qualification Fees

Please refer to the individual qualification pages on our website for specific Qualification Fees.

Please note that the fees listed are the minimum qualification fees; additional charges may apply, depending on your specific requirements.

External Quality Assurance / Certification Fees	
Applicable for allowable individual Unit Registrations Note: This does not include the Unit Registration Fee	£20 per learner

Qualification Development Fees	
Custom development of qualifications	POA