

# Fees

Valid from 1 April 2018 to 31 March 2019

## The fees for services provided to centres are:

|   |                          |
|---|--------------------------|
| New centre approval                               | £700                     |
| Approval to deliver additional qualification      | £350 (per qualification) |
| Approval to deliver additional unit               | £50 (per unit)           |
| Annual centre registration                        | £550                     |
| Additional external quality assurance (EQA) visit | £550                     |
| Additional external quality assurance support     | £175 (per day)           |

Services provided for these fees include: support to gain centre approval or to gain approval to deliver a new qualification; administrative support, external quality assurer centre visit.

|                                |                           |
|--------------------------------|---------------------------|
| Replacement certificate fee    | £35.00 +VAT (per learner) |
| Late registration fee          | £35.00 +VAT (per learner) |
| Withdrawal of registration fee | £35.00 +VAT (per learner) |
| Transfer of registration fee   | £35.00 +VAT (per learner) |

## Awarding organisation fee rules and assumptions:

1. Centres will register learners on the most appropriate qualification or combination of units.
2. Refunds will not be provided to centres for learners that do not complete their qualification or combination of units.
3. If a learner registers but fails to start the course, the centre can use the learner fee to transfer to another learner or request a refund. A withdrawal / transfer fee will apply.
4. If a learner defers and returns to learning within a year, the centre will not be invoiced again provided the learner is still aiming to complete the original qualification or combination of units that they are registered against.
5. All centres must pay the annual centre registration fee, as required, in order to remain an approved centre.

6. The fee published is calculated on the smallest number of units required to achieve the qualification. If additional units are taken this will increase the overall fee for the qualification.
7. A fee is chargeable for any registrations deemed to be late. A registration will be deemed to be late if it is received more than 6 weeks after the course delivery has started. Ideally all learners should be registered as soon as the course commences.
8. Requests for replacement certificates will be charged in the event that a learner has lost their certificate or the centre has provided incorrect learner data.
9. If a centre is subject to a sanction that requires an additional external quality assurance visit or support, this will be chargeable at the published rate. Centres may voluntarily request an additional EQA visit or support which will also be charged at the published rate.

### The fees for registration on qualifications (per learner) are:

To calculate the cost of a course per learner (where a whole qualification is not being offered, or where additional units are being offered over and above the requirements of the qualification) add the learner registration-certification fee to the cost of each unit being delivered.

|  |                 |
|--|-----------------|
| Learner registration-certification fee | £42.00          |
| Level 2 and 3 learner per unit fee     | £17.50 per unit |
| Level 4 and 5 learner per unit fee     | £25.00 per unit |

Services provided for these fees include; learner registration, external quality assurance and certification, administrative support. The fees for whole qualifications are calculated on this basis, as follows and are subject to change according to number of units delivered:

### The fees for level 2 qualifications (per learner) are:

|  |         |
|--|---------|
| CIH Level 2 Award in Involvement in Housing and Communities    | £94.50  |
| CIH Level 2 Award in Letting and Managing Residential Property | £94.50  |
| CIH Level 2 Certificate in Housing Maintenance                 | £129.50 |
| CIH Level 2 Certificate in Housing Practice                    | £112.00 |
| CIH Level 2 Certificate in Neighbourhood Maintenance           | £112.00 |
| CIH Award in Community Action in Housing at SCQF level 5       | £94.50  |
| CIH Certificate in Housing Practice at SCQF level 5            | £112.00 |

**The fees for level 3 qualifications (per learner) are:**

|  |         |
|--|---------|
| CIH Level 3 Award in Housing Practice                                | £94.50  |
| CIH Level 3 Award in Letting and Managing Residential Property       | £94.50  |
| CIH Level 3 Award in Resident Scrutiny                               | £77.00  |
| CIH Level 3 Certificate in Housing Maintenance and Asset Management  | £112.00 |
| CIH Level 3 Certificate in Housing Practice                          | £182.00 |
| CIH Level 3 Certificate in Housing Services                          | £112.00 |
| CIH Level 3 Certificate in Letting and Managing Residential Property | £112.00 |
| CIH Level 3 Certificate in Supporting Homeless People                | £112.00 |
| CIH Level 3 Certificate in Telecare Services                         | £129.50 |
| CIH Level 3 Diploma in Housing Practice                              | £217.00 |

**The fees for level 4 qualifications (per learner) are:**

|   |         |
|---|---------|
| CIH Level 4 Certificate in Managing Housing Maintenance | £192.00 |
| CIH Level 4 Certificate in Housing                      | £192.00 |

**The fees for level 5 qualifications (per learner) are:**

|   |         |
|---|---------|
| CIH Level 5 Diploma in Housing (*without L4 PP Skills unit) | £167.00 |
| **With additional L4 Professional Practice skills unit      | £192.00 |