

Gatehouse Awards

Pricing Document: General

(2016-2017)

Approval Fees	
UK Centre Approval	£500
International Centre Approval	POA: Fees are variable, dependant on location. Please contact Gatehouse Awards directly for details.
Annual Re-Approval	£100 per Centre
Satellite Site Approval (Additional Site)	£300 per Satellite Centre
Annual Satellite Site Re-Approval	£50 per Satellite Centre
Qualification Approval	£Nil
Centre Visits	
External Quality Assurance Visit	Free: up to a maximum of two per year
Additional EQA Visit	£300 (plus reasonable travel expenses, where applicable)
Remote EQA Visit	£100

Advisory Visit	£300 (plus reasonable travel expenses, where applicable)
Staff Development Visits	£300 (up to 8 delegates) £550 (9-15 delegates) £1000 (16-25 delegates)
Please note, where the Centre cancels a scheduled visit within 5 working days of the visit date, the above fees will still apply.	

Candidate Registration Fees		
Please refer to the individual Qualifications Fees Information for fees for specific qualifications. Gatehouse Awards does not charge a minimum annual threshold fee.		
Late Registration Fee	£20 per Candidate	
Certification Fees		
Unit Certification Fee	Gatehouse Awards qualification fees are inclusive of unit certification fees.	£Nil
Qualification Certification Fee	Gatehouse Awards qualification fees are inclusive of qualification certification fees.	£Nil
Certificate Dispatch in the UK	Gatehouse Awards qualification fees are inclusive of postage and packing fees.	£Nil
Emergency Certificate Fee*	Upgrade to the industry-leading emergency service and results will be processed within a <u>maximum</u> of <u>3 working days</u> . <i>* Externally Assessed Examinations Only.</i>	£40 per Candidate
Certificate Dispatch (outside the UK)	Certificates will be issued to Centres within agreed timescales, via International Courier. The prices of the courier service will be dependent on the country and the location of the Centre.	Prices available on request

Amended Certificate	If an error has been made in the registration process, the original certificate must be returned to Gatehouse Awards in addition to the request and payment before any amended documents is published. *If the error is a result of maladministration on the part of Gatehouse Awards, this fee will be waived.	£35 per certificate
Replacement Certificate	If a certificate has been lost, damaged or is, in some other way irretrievable, a replacement can be ordered. Any certificate issued under this option will be clearly watermarked as being a replacement.	£25 per certificate
Certificates Claimed in Error	Please note, an Additional EQA Visit may be required, depending on the circumstances in which a Centre claims certification in error. Visit fees as listed above may therefore also apply.	£10 per certificate

Appeals Fees

All fees are refundable if the Appeal is upheld.

Appeals Against External Assessment Decisions

Clerical Check	£9.50 per Candidate
Re-assessment (with Report)	£45 per Candidate
Re-moderation (with Report)	£115 per Candidate

Appeals Against External (Centre) Assessment Decisions

Formal Re-assessment	£60 per Candidate
Independent Review	£350
Additional Fee Payable if a Visit to the Centre is Required	£300 (plus reasonable travel expenses, where applicable)

Appeals Against Approval Decisions / Sanctions / Actions

Stage 1: Formal Appeal	£125
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Stage 2: Review by Quality Committee	£450
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Endorsement of Resources	
Size of Resource	Guideline Fee
1 – 100 pages / 1 hour online course	£300
101 – 200 pages / 1.5 hour online course	£400
201 – 300 pages / 2 hour online course	£500
301 – 400 pages / 2.5 hour online course	£600
401+ pages / 3+ hour online course	£750
Should a resubmission need to undergo further review following feedback, the fee applicable will be equivalent to 35% of the initial charge.	

Qualification Development Services
Price on application: Fees for qualification development are variable and dependant on the size, level and type of qualification proposed. Please contact Gatehouse Awards with the relevant details in order to obtain a quote.

Malpractice Investigation Fees * Fees are only applied if the initial allegation is upheld.	
Initial Desk Based Investigation	£nil
Initial and Subsequent Visits to Centre for Investigative Purposes	£350 per visit
Retesting by Gatehouse Awards	£25 per hour or part thereof per staff member, plus reasonable travel expenses. Minimum charge £50.
Exam Observation by Gatehouse Awards	£125 per exam session (up to 4 hours) plus reasonable travel expenses
Exam Observation by Gatehouse Awards via Skype	£25 per hour or part thereof

*Please note the prices are only applicable to UK based centres.