

## **Fees and Pricing Policy**

### **Centre Approval Fee**

New Centres wishing to offer our qualifications must pay an initial Centre Approval Fee of £450 + VAT. This fee covers the cost of the initial approval process and is non-refundable.

### **Annual Centre Fee**

Centres that spend over £1,000 on qualification fees during a calendar year will be exempt from annual Centre fees.

Centres with annual spending of £1,000 or less on certification services between January 1st and December 31st will be charged an annual fee of £300 (plus VAT). Centres exceeding £1,000 in certification spending during a calendar year will not be subject to this fee. New centres will begin fee assessment starting the first full calendar year after approval.

The fee is due on 1st January each year and covers the cost of ongoing support and quality assurance.

If a Centre is approved partway through the year the annual Centre fee is pro rata up to 31st of December of that year.

### **Centre Approval Fast Track Fee**

The Centre Approval Fast Track Fee of £50 + VAT (additional to Centre Approval Fees) is an optional fee that can help expedite the approval process for becoming an approved Summit Centre. By paying this fast-track fee you can expect to receive your Centre approval decision in 20 days, instead of the standard 30 days.

### **Registration and Qualification Fees**

The fees for each qualification, including resit and retakes, offered by Summit Qualifications UK can be found in each qualification specification. These fees are subject to change and Centres will be notified of any changes in advance. Registration fees must be paid before learners can be registered for the qualification. Certification fees must be paid prior to any qualification assessments taking place.

## **Certificate Fees**

Summit will issue e-certificates as part of the qualification fee to any Learner who has a valid entitlement to that certificate.

Physical printed certificates are subject to an additional charge, as published in our fees on our website. Any replacement certificates, whether e-certificates or printed, are also subject to the published additional charges.

£40 per learner for a physical certificate (sent by post)

## **Learner Withdrawal**

If a learner wishes to transfer to a different qualification, a fee of £10 will be charged to cover the admin costs. Registration fees for withdrawn learners are non-refundable but are transferable for a £10 admin fee.

## **Appeals/Enquiries About Results**

Information relating to the fees regarding appeals and enquiries about results can be found in our policy which is available on our website.

## **Additional Centre Approval Certificates**

Centres can purchase additional Centre Approval Certificates for £50.