

# PRICING AND INVOICING POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
<b>Policy Date</b>	<b>July 2024</b>
<b>Internal Review</b>	<b>2 Years</b>
<b>Version Number</b>	<b>04</b>

# Table of Contents

---

<b>1.Introduction</b>	<b>3</b>
<b>2.Scope</b>	<b>3</b>
<b>3.Audience</b>	<b>3</b>
<b>4.Regulations &amp; Compliance</b>	<b>4</b>
<b>5.Policy Statement</b>	<b>5</b>
<b>5.1 General</b>	<b>5</b>
<b>5.2 Administration Fees</b>	<b>7</b>
<b>5.3 Qualifications Fees</b>	<b>8</b>
<b>5.4 Packaging Qualifications with Other Products or Services</b>	<b>9</b>
<b>5.5 Invoice</b>	<b>9</b>
<b>5.6 B-TIC Refund Policy</b>	<b>10</b>

---

## 1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Learners

B-TIC

- a. Staff

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

<b>OGCR Reference</b>	<b>Page</b>	<b>Title of the Section</b>
Condition - F1	77	Information on Fees and Features of a Qualification
Condition - F2	78	Packaging Qualifications with other Products or Services
Condition - F3	79	Invoicing

Relevant Policies to be used in conjunction with,

1. B-TIC Certificate Issuance and Verification Policy
2. B-TIC Certificate Replacement Policy
3. B-TIC Glossary of Terms

## 5. Policy Statement

### 5.1 General

This Policy is aimed at all B-TIC Recognised Centres, Learners and other stakeholders who purchase Qualifications and other Products or Services.

B-TIC shall make the Qualification affordable for any Learners globally with fair Pricing Policy, thus based on the economies, countries have be categorised into three Zones as per the classification of World Bank list of economies (July 2021) as follows,

- a. Zone 1: High income economies;
- b. Zone 2: Upper middle income economies; and
- c. Zone 3: Lower middle income and Low income economies.

Centres and Learners shall read classification to identify which Zone their Centre falls in related to the fees structure in order to pay the appropriate fees.

Centres in the United Kingdom falls into **Zone 01** along with other High income economies.

B-TIC shall publish,

- a. Standard Qualification Fee
- b. Any Package Fee
- c. Any Associated Learner Fees
- d. Any Mandatory Centre Fees in respect of each of its Qualifications that it makes available for purchase (F1.1).

B-TIC reserves the right to revise the fees structure when required by 10 day written notice to all B-TIC Recognised Centres (F1.2).

B-TIC shall maintain the Pricing and Invoicing Policy

- a. Up to date
- b. Clear to a potential purchaser, and
- c. Easily accessible to any potential purchaser without that person having to request it from, or provide any information to, the awarding organisation in the B-TIC website (F1.2).

B-TIC shall publish pricing information 10 working days prior to the availability of Qualifications and other Products or Services for purchase (F1.3).

Late registrations carries additional late registration charges. Registration does not include VAT, B-TIC shall charge VAT where applicable.

Registration fees are charged per Learner per Qualification which includes Learner registration, LMS access and Certification.

If a Learner transfers to a Qualification after starting another Qualification, then the Centre will pay the difference between the two registration fees and the Qualification switching fee.

## 5.2 Administration Fees

Administration Fees	Zone -1	Zone -2	Zone -3
Centre Recognition	£ 1800	£ 1500	£ 1200
Initial Centre Recognition Assessment Fee	£ 700	£ 600	£ 500
Final Centre Recognition Assessment Fee	£ 1100	£ 900	£ 700
Centre Re-Recognition Fee	£ 1100	£ 900	£ 700
EVQA Fee – 3 or less learners per Qualification	£ 300	£ 250	£ 200
EVQA Fee – 4 or more learners per Qualification	Free	Free	Free
Training at Centre Premises per day (plus travel and subsistence shall be paid separately)	£ 250	£ 250	£250
Online Training	Free	Free	Free
Centre Monitoring and Development Visit (Desk Based)	Free	Free	Free
Centre Monitoring and Development Visit (Physical) (plus travel and subsistence shall be paid separately)	£200	£200	£200
E-Certificate	Free	Free	Free
Printed Certificate	£50	£50	£50
Additional set of Printed Certificates	£30	£30	£30
E-Certificate and Printed Certificates (Fast Track)	£50	£50	£50
E Certificate Replacement	Free	Free	Free
Certificate Verification	Free	Free	Free
Qualification Switching Fee	£100	£75	£50
Centre Transfer Fee	£150	£100	£50
Courier Service	£50	£50	£50
Qualification Transfer Fee	£150	£100	£50
Batch Transfer Fee	£200	£200	£200
Credit Transfer Application Fee	£100	£100	£100
Appeal Fee	Applied Case by Case		
Professional Discussion Fee	£100	£100	£100
Portfolio Assessment Fee	£100	£100	£100
Late Registration Penalty	£150	£100	£50

## 5.3 Qualifications Fees

BTIC Qualification	Credit Value	Registration Fees			Late registration charges		
		Zone - 1	Zone - 2	Zone - 3	Zone - 1	Zone - 2	Zone - 3
<b>Business</b>							
Level 3 Diploma	120	£200	£150	£100	£60	£45	£30
Level 4 Diploma	120	£250	£200	£150	£100	£75	£50
Level 5 Diploma	120	£250	£200	£150	£100	£75	£50
Level 6 Diploma	120	£300	£250	£200	£100	£75	£50
Level 7 Diploma	120	£300	£250	£200	£100	£75	£50
<b>Law</b>							
Level 3 Diploma	120	£200	£150	£100	£60	£45	£30
Level 4 Diploma	120	£250	£200	£150	£100	£75	£50
Level 5 Diploma	120	£250	£200	£150	£100	£75	£50
Level 6 Diploma	120	£300	£250	£200	£100	£75	£50
Level 7 Diploma	120	£300	£250	£200	£100	£75	£50
<b>Psychology</b>							
Level 3 Diploma	120	£200	£150	£100	£60	£45	£30
Level 4 Diploma	120	£250	£200	£150	£100	£75	£50
Level 5 Diploma	120	£250	£200	£150	£100	£75	£50
Level 6 Diploma	120	£300	£250	£200	£100	£75	£50
Level 7 Diploma	120	£300	£250	£200	£100	£75	£50
<b>Engineering</b>							
Level 3 Diploma	120	£200	£150	£100	£60	£45	£30
Level 4 Diploma	120	£250	£200	£150	£100	£75	£50
Level 5 Diploma	120	£250	£200	£150	£100	£75	£50
Level 6 Diploma	120	£300	£250	£200	£100	£75	£50
Level 7 Diploma	120	£300	£250	£200	£100	£75	£50

For More Fee Related Information Click Below



Note: Learner registration is valid only for 36 months



## 5.4 Packaging Qualifications with Other Products or Services

B-TIC shall inform purchasers where a Qualification is sold both in a package with other Products or Services and separately from those other Products or Services, that the Qualification may be purchased separately or in a package prior to the time of purchase (F2.1).

B-TIC shall not make available a Qualification in a package together with other Products or Services unless it also makes available that Qualification without other Products or Services.

However B-TIC may package it –

- a. From time to time to seek comments from purchasers on whether the packaging of the Qualification with the particular Products or Services is appropriate, and
- b. Reasonably concludes that continuing to make available the package is appropriate (F2.2).

## 5.5 Invoice

Invoices shall be paid within 10 working days of the invoice date.

B-TIC shall process invoices and dispatch to Centres within 10 working days

B-TIC invoice shall provide following information:

- a. Unique Centre Number & Invoice Number
- b. Date of Invoice
- c. Centre Reference
- d. Due Date
- e. Title & Description of Qualification requested
- f. Quantity Ordered
- g. Unit Price and total Price of Order
- h. Total Value of Invoice Payable (F3.1)

Each invoice shall be paid in full stating the invoice number.

All payments are payable in UK Sterling Pounds (GBP) by Bank/Wire/Online Transfer to the B-TIC bank account and B-TIC should be consulted for any other mode of payments if required(F3.2;F3.3).

## 5.6 B-TIC Refund Policy

Initial “Centre Recognition Assessment Fee” is non-refundable in the case of Centre Recognition refusal based on the evidenced outcome of the process or the Centre withdrawing its application.

A full refund can be claimed in the event of the death of Learner. A full refund can be claimed within 10 working days of notice of registration where:

- a. Error in registration
- b. Incorrect Qualification registration
- c. Duplicated Learner registration

Centre can claim refund within 10 working days. Notice if the course is cancelled by the Centre after the administration fee of £50 for each Learner registered.

Centres shall claim 50% refunds for cancelation or date change of training at least 10 working day prior notice to the training date.

Non-payment of invoices shall result in following:

- a. Certification suspension
- b. Learner registration suspension
- c. Refusal to provide any further services to the Centre.

B-TIC shall send a letter to formalise the situation if there are unpaid invoices for more than 2 months. Failing to respond to the letter to formalise the condition may invoke notice of intention to terminate the Centre recognition.

The Centre shall be liable for the reasonable costs incurred by recovery procedure of unpaid invoices.

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



**Email- [info@b-tic.uk](mailto:info@b-tic.uk)**



**[www.b-tic.uk](http://www.b-tic.uk)**

**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

*Professionalism Simplified*