Reference Number: CON_21

Policy

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
1.0	24/02/2021	24/02/2022	Contracts and Compliance Manager	New policy
1.1	16/01/2023	16/01/2024	Contracts and Compliance Manager	Update
1.2	24/04/2023	24/04/2024	Contracts and Compliance Manager	No change
1.3	20/02/2025	20/02/2026	Contracts and Compliance Manager	No change
1.4	24/02/2026	24/02/2027	Contracts and Compliance Manager	Update to add new qualifications

This policy sets out our pricing structure for Accredited Partner Centres. Please contact us via our Become a Centre page at https://www.nccedu.com/contact-us/become-a-centre/ for a full, personalised pricing proposal.

Candidate Qualification Fees

The Candidate Qualification Fee is the fee payable by the centre for each candidate registered for assessment entry for qualifications. This fee includes assessment, marking, an academic transcript, a qualification certificate and a three-year eligibility period.

The Accredited Partner Centre is responsible for the recruitment and registration of students, the pastoral support of learners, the delivery of the curriculum and the management and invigilation of assessments. Centres also distribute certificates and transcripts, and act as the student interface for NCC Education.

Qualification	Candidate Qualification Fee per candidate
NCC Education Level 2 Award in Computing	£160
NCC Education Level 2 Diploma in Computing	£250
NCC Education Level 2 Award in Business	£160
NCC Education Level 2 Certificate in Business	£200
NCC Education Level 2 Diploma in Business	£250
NCC Education Level 3 International Foundation Diploma for Higher Education Studies	£600
NCC Education Level 3 Diploma in Computing	£300
NCC Education Level 3 Award in Business	£200
NCC Education Level 3 Certificate in Business	£250
NCC Education Level 3 Diploma in Business	£300
NCC Education Level 3 Extended Diploma in Business	£400
NCC Education Level 4 Diploma in Computing	£450
NCC Education Level 4 Diploma in Business	£450
NCC Education Level 5 Diploma in Computing	£550
NCC Education Level 5 Extended Diploma in Computing with Data Science	£700
NCC Education Level 5 Diploma in Business	£550
NCC Education Level 7 Diploma in Business Management	£1000

Additional centre fees

New centres applying to become an Accredited Partner Centre will be charged a Centre Application Fee to cover the costs of processing the application. Centres are also charged Licence Fees on an annual basis, which provide the right to use the relevant intellectual property to deliver the

qualifications and allow us to maintain the considerable teaching and learning materials that we provide to Accredited Partner Centres. Both of these types of fees will be calculated based on the number of sites where the qualifications are intended to be provided and the number of qualifications being licensed. Please contact us via our Become a Centre page at https://www.nccedu.com/contact-us/become-a-centre/ for a full, personalised pricing proposal.

Operational fees

These fees cover optional operational services provided by NCC Education.

Unit Resit Fees

These fees are charged where a candidate resits an individual unit of assessment.

Qualification	Unit Resit Fee per candidate per unit
NCC Education Level 2 Award in Computing	£30
NCC Education Level 2 Diploma in Computing	£30
NCC Education Level 2 Award in Business	£30
NCC Education Level 2 Certificate in Business	£30
NCC Education Level 2 Diploma in Business	£30
NCC Education Level 3 International Foundation Diploma for Higher Education Studies	£50
NCC Education Level 3 Diploma in Computing	£30
NCC Education Level 3 Award in Business	£30
NCC Education Level 3 Certificate in Business	£30
NCC Education Level 3 Diploma in Business	£30
NCC Education Level 3 Extended Diploma in Business	£30
NCC Education Level 4 Diploma in Computing	£60
NCC Education Level 4 Diploma in Business	£60
NCC Education Level 5 Diploma in Computing	£60
NCC Education Level 5 Extended Diploma in Computing with Data Science	£60
NCC Education Level 5 Diploma in Business	£60
NCC Education Level 7 Diploma in Business Management	£60

Other operational fees

The applicability of these fees may vary between qualifications.

Description	Fee	Comments
Accreditation Inspection Fee (where required)	£200 + NCC Education's expenses at cost	This non-refundable fee is payable if, in NCC Education's sole opinion, an inspection visit is required for the purposes of accreditation. The visit shall be conducted by NCC Education's staff based in the region, when available. The expenses element of the fee shall be agreed with the centre and invoiced prior to the visit.
Late Candidate Enrolment Fee - per unit per candidate	£25	This fee is charged per unit of assessment when a candidate is registered for an assessment cycle after the initial registration deadline specified by NCC Education (provided that such registrations shall be at the absolute discretion of NCC Education).
Amendment Fee – per unit per candidate	£25	This fee is charged when a candidate is taken out of an assessment cycle after the initial registration deadline specified by NCC Education has passed.
Amendment Fee – per unit per Candidate with appropriate medical note approved by NCC Education	Free of charge	When a candidate is taken out of an assessment cycle and an appropriate medical note is submitted to NCC Education in accordance with the Special Considerations Policy.
Out-of-cycle assessment	To be specified by NCC Education	A fee is charged for an out-of-cycle moderation event due to the late submission of assessments unless in NCC Education's sole opinion, there are valid exceptional circumstances justifying the late submission.
Post-Results Service 1: Clerical Check	£40 per Candidate	A check to confirm that all clerical stages of the assessment process have been completed, such as correct addition/recordings of marks, etc. (Refundable in the event that NCC Education's standard marking and moderation procedures set out in the Assessment Handbook and Centre Handbook have not been followed correctly.) This service is not provided for NCC Education's university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).

Description	Fee	Comments
Post-Results Service 2: Review of Marking	£80 per Candidate OR £50 per Candidate if a Service 1 Clerical Check has already taken place	A review of the original marking of the work of an individual candidate by a senior marker (to be determined by NCC Education), to confirm that NCC Education's marking scheme has been appropriately applied. This review can also involve consideration of the evidence provided for an academic misconduct penalty or to support special consideration, if appropriate. Also includes the checks outlined against Service 1 above, if this service has not already been completed separately. (Refundable in the event that NCC Education's standard marking and moderation procedures set out in the Assessment Handbook and Centre Handbook have not been followed correctly.) This service is not provided for NCC Education's university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).
Post-Results Service 3: Cohort Moderation Review	£160 per cohort	A review of the moderation carried out for a cohort or candidate for a particular assessment, based on the sample of assessments submitted by the centre. (Refundable in the event that NCC Education's standard marking and moderation procedures set out in the Assessment Handbook and Centre Handbook have not been followed correctly.) This service is not provided for NCC Education's the university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).

Description	Fee	Comments
Post-Results Service 4: Appeal	£250 per candidate if appealing the outcome of a Service 2 Review of Marking, or per cohort if appealing the outcome of a Service 3 Cohort Moderation Review	A panel including at least one independent member is convened to determine whether NCC Education's marking processes and procedures, as well as any Post-Results Service, have been conducted correctly. An Appeal may only be requested following the outcome of a Post-Results Service 2 or 3. (Refundable in the event that NCC Education's standard marking and moderation procedures set out in the Assessment Handbook and Centre Handbook and any Post-Results Services have not been carried out correctly.) This service is not provided for NCC Education's university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).
Replacement Certificate for completed standalone unit	£20 per certificate	A candidate gets a certificate upon passing a standalone unit. Should a candidate wish to request a duplicate certificate they can do so at the cost of £20. This service is not provided for NCC Education's university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).
Replacement Certificate for completed qualification	£50 per certificate	A candidate gets an overall certificate and academic transcript upon passing the assessments for a completed qualification. Should a candidate wish to request a duplicate certificate, they can do so at the cost of £50 per certificate. This service is not provided for NCC Education's university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).

Description	Fee	Comments
Replacement Transcript Letters	£25 per letter	A candidate can obtain a duplicate transcript letter as verification of a completed qualification. This can be obtained by completing the relevant form on the NCC Education website. This service is not provided for NCC Education's university partner programmes (bachelor degree programmes that are validated and award by NCC Education's university partners).
Courier fee (optional)	£50 per courier	This optional service is available if documents are required to be sent or returned by secure courier.
Candidate Eligibility Extension Fee (per qualification)	£40	This fee is charged when candidates apply for an extension to the three (3) year period within which a qualification must be completed.
Other Miscellaneous Services	To be specified by NCC Education from time to time	

VAT

All fees are stated exclusive of VAT (Value Added Tax), which will be charged and payable where applicable. VAT normally only applies to centres in the United Kingdom.