

## INSPECTION AND ACCREDITATION FEES JULY 2017 – JUNE 2018

In the first instance, new applicants should email:

[admin@ablsaccreditation.co.uk](mailto:admin@ablsaccreditation.co.uk)

providing full details of the organisation planning to make an application.

ABLS will then telephone the contact to discuss and answer questions with regard to the inspection process. An application form and further documentation (NP1 and NP1A) is then emailed to the school.

On receipt of a completed NP1A and settlement of the application fee below, the Chief Inspector will determine the length of the inspection and the allocation of inspector/s.

ABLS will also arrange for the school to have a SKYPE meeting with the Chief Inspector prior to the inspection.

Inspections are normally conducted by two inspectors over two days. More complex inspections may require additional inspector days.

### Application and Administration

- £ 370.00 (inc SKYPE meeting)

### Inspection Fees (daily rate)

- Reporting inspector £ 695.00
- Second inspector £ 395.00

### Existing providers

In order to maintain accreditation, two documents, a Declaration of Legal Compliance plus an Annual Return must be completed and accreditation fees settled by the end of June each year.

### Newly accredited providers

- A Declaration of Legal Compliance plus the Annual Return must be completed and accreditation fees settled pro-rata.
- The ABLS logo is released to be used on all promotional material.
- A report summary is pasted to the ABLS site.
- The UKVI may refer to the ABLS website for confirmation of a school's accredited status.

### New and Existing Providers

- If a report recommendation includes a mandatory follow-up inspection the fees above will apply.

### Accreditation Fees

#### One site

- £ 910.00 per annum

#### Up to two sites including a head office

- £ 1010.00 per annum

#### Three or more sites including a head office

- £ 1475.00 per annum

### Review of fees

- All fees are reviewed on an annual basis and are payable from 1<sup>st</sup> July of each year.

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#### ABLS Registered Office

The Accreditation Body for Language Services Ltd  
27 Wakehurst Close  
Norwich NR4 6JL

### Terms and Conditions

#### *Payment*

- Payment of an invoice for inspection fees must be received by ABLS 28 days before the agreed inspection date or as directed by the administrator.
- The provider will be invoiced separately for expenses incurred by the inspectors.
- Inspection and Accreditation fees are non-refundable.
- If an invoice for Accreditation Fees remains unpaid, ABLS reserves the right to withdraw accreditation.
- If an inspection is cancelled as a result of the provider being either non-compliant with regard to pre-inspection materials or being no longer available on the agreed inspection date/s ABLS reserves the right to levy a charge of £ 150 per inspector.
- Once an inspection has been confirmed the provider is liable for all non-refundable expenses.

#### **Re-application to be inspected**

- If a provider *withdraws* from the inspection process but subsequently makes a re-application a new administration fee will be payable.

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