



THE ACCREDITATION BODY
FOR LANGUAGE SERVICES

Correspondence address

ABLS Accreditation
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Terms and Conditions

All organisations seeking accreditation as an accommodation provider should in the first instance refer to the ABLS Inspection Handbook including Appendix A for an explanation of the inspection process.

Any queries should be sent to:

admin@ablsaccreditation.co.uk

and include the organisation's website together with the name, direct line and correspondence address of the main contact for the purposes of inspection.

ABLS will respond to any queries and in addition suggest a day and time for an adviser to telephone to discuss the accreditation process.

An application form and further documentation (ACCNP1 and ACCNP1A) is forwarded by email.

On receipt of the completed ACCNP1A and settlement of the application fee listed below, ABLS will process the form and copy in to the inspectorate.

The Chief Inspector will determine the length of the inspection and the allocation of inspector/s.

It should be noted that the length of the inspection is dependent upon the size of the organisation and the scope of the accommodation offered. As a guideline a head office and accommodation venues in one area would be inspected over three days with a minimum of two inspectors.

Once the date of the inspection has been finalised a video conference with the Chief Inspector is scheduled.

Application and Administration

- £ 370.00 (inc video conference)

Inspection Fees (daily rate)

- Reporting inspector £ 695.00
- Second inspector £ 395.00

Annual Accreditation Fees to cover

Head office and homestay accommodation

- £ 600.00 per annum

Head office and homestay, residential and other student accommodation

- £1200.00 per annum

Fees are reviewed on an annual basis. The accreditation year runs from 1st July to 30th June.

Following a successful report outcome the organisation:

- signs a Declaration of Legal Compliance.
- settles Accreditation Fees (calculated pro-rata if accreditation takes place after the start of the accreditation year).
- receives the ABLS logo for Accommodation Providers to be used on all promotional material.

Settlement of Fees

- Inspection fees must be received 28 days before the agreed inspection date or as directed by the administrator.
- The provider will be invoiced separately after the visit for expenses incurred by the inspectors.
- Inspection and Accreditation fees are non-refundable.
- ABLS reserves the right to withdraw accreditation if fees remain outstanding.

ABLS reserves the right to levy a fee of £150 per inspector:

- If a provider is non-compliant with regard to delivery of pre-inspection documentation.
- If a provider is no longer available on the agreed inspection days.

Please note:

- Once an inspection has been confirmed the provider is liable for all non-refundable expenses incurred by the inspectors.
- If a provider *withdraws* from the inspection process and subsequently re-applies ABLS reserves the right to invoice for administration.