

**INSPECTION AND ACCREDITATION FEES**  
**(valid until the end of June 2012)****New Providers****Application**

Application and Administration Fee (non-refundable)	275.00
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**Inspection fees (daily rates)**

Lead inspector	£600.00
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Second inspector	£325.00
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A half-day is charged at half the daily rate.

On receipt of an application, and following the processing of the information supplied, the Chief Inspector will decide upon the number of days and inspectors to allocate. The provider will be informed of the decision prior to an invoice being raised.

**Routine full- inspection**

**(Newly accredited providers after one year)**

**Inspection fees (daily rates)**

Lead inspector	£500.00
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Second inspector	£ 325.00
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A half-day is charged at half the daily rate.

All newly accredited providers are re-inspected one year after achieving accreditation. However, it is sometimes considered essential for this second full-inspection to take place less or more than one year after accreditation has been granted.

eg. If the first inspection takes place during the low season the inspectorate may consider it necessary to conduct the second full inspection during a time of the year when there is a greater volume of students.

Continued accreditation is determined by this full-inspection. If the re-inspection is successful the provider will normally join a four yearly inspection cycle.

**Existing Providers****Inspection fees (daily rates)**

Lead inspector	£500.00
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Second inspector	£325.00
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A half-day is charged at half the daily rate.

**All Providers**

If a report recommendation is for a follow-up inspection as a result of concerns regarding any aspect of the provision this will be charged at the rates quoted above for existing providers.

**ABLS ACCREDITATION FEES**

**July 2011 – June 2012**

**Annual Accreditation Fees**

These are payable by 1<sup>st</sup> July of each year

**Existing accredited providers**

In order to maintain accreditation:

- an Annual Declaration and Return must be completed and signed by the owner of the organisation

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**Registered Office**

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

## INSPECTION AND ACCREDITATION FEES (valid until the end of June 2012)

- accreditation fees, £650 per annum, must be settled

*providers, or withdrawn, in the case of existing providers.*

### Newly accredited providers

#### After successful inspection:

- an 'Annual Declaration and Return' must be completed
- accreditation fees pro rata must be settled
- ABLS informs the UKBA of the outcome of the inspection
- the name of the provider is uploaded to the ABLS Accreditation website
- the provider is sent the ABLS Accreditation logo

### Cancellation

- If ABLS cancels an inspection due to the provider being either non compliant with regard to the information required in preparation for the inspection or for another reason, at the discretion of ABLS, £150 per inspector is payable.
- If the provider cancels an inspection less than 14 days before the agreed inspection date, at the discretion of ABLS, £150 per inspector is payable.

## Terms and Conditions

All providers should refer to the terms and conditions below.

### Re-application to be inspected

- If a provider makes a re-application the published non-refundable application and administration fee will be payable.

### Payment

- Payment of the total amount of all inspections should be received 28 days before the agreed inspection date or as directed if, for any reason, the invoice is raised less than 28 days before the agreed date.
- ABLS will invoice the provider separately for expenses incurred by the inspectors.

### Mandatory follow-up inspection

- *If the report recommendation includes a mandatory follow-up inspection this will be at cost to the provider.*

### Non-payment

- If an invoice remains unpaid, at the discretion of ABLS, accreditation may either be refused, in the case of *new*

### Review of Fees

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

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The Accreditation Body for Language Services Ltd  
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Company Registration number: 5824441