



The Qualification Hub

Policy, Procedures and Documents

Pricing and Fee Policy



Table of content

Overview	3
Learner Registration	3
TQH Level 2 Certificate in Fitness Instructing	3
TQH Level 3 Certificate in Personal Training	3
TQH Level 3 Diploma in Fitness Instructing and Personal Training	3
Centre Devised Material	3
Centre administration	4
Centre Visits and support	5
Fees for transfer of learner	6
Physical certificates	6
Notes	6
Complaints process	6



Pricing and fees

Overview

This document will give an overview to centres of our fees and pricing structures.

Learner Registration

Each centre can register learners at costs below

Qualification title	Registration Fee and e-certification fee
TQH Level 2 Certificate	£55.00
TQH Level 3 Certificate	£65.00
TQH Level 3 Diploma	£75.00

Centre Devised Material

Item	Cost
Review of material - per day	£300
Yearly resubmission per hour of guided learning within each unit	£150

- Example cost = TQH reviewing time* x Total Qualification Time (TQT)
- Each year the centre must submit the CDM*



Centre administration

All new centres will go through an approval process, where one of our team will work with you to assess your systems and policies and offer support in the form of a Quality Assurance point of view.

If you do not register learners for two consecutive years, you will be required to pay another Centre Recognition fee in order to be re-approved.

Item	Cost
Centre approval fees - Initial application	£250
Centre approval fees - 30 days after centre approval	£250
Application to offer Individual units	£25
Letter of Confirmation of Achievement	£15



Centre Visits and support

Compulsory minimal visits

1. One announced visit to be arranged in advance
2. One unannounced visit to be paid for in advance at the beginning of each new year

Item	Cost
Centre visits - EQA visits (Centre must cover travel costs)	£300
Additional development and Quality Assurance support or visits may be required at a cost to the centre. The rate of which is charged per day	£300
Enforced centre remote support - Monthly support rate	£300
Centre appeals	£100
Bespoke training day (4 hours)	£300



Fees for transfer of learner

Fees per learner who TQH facilitate in the transfer

Item	Cost
The current centre transfers learner to a new TQH centre (per learner)	£50

Physical certificates

Item	Cost
Qualification e-certificate (this is included in the registration cost)	£0
Qualification certificate (hard copy)	£35

Notes

- Learner registration fees are non-refundable
- Centre approval and Annual Centre Recognition fees are non-refundable
- New centres will be required to make payment in full prior to receiving goods (unless otherwise agreed in advance by TQH)
- Centres may apply for credit terms (30 days). TQH reserves the right to set, increase, decrease or remove credit limits.

Complaints process

Item	Cost
Complaints review request	£100

In the event that a complainant wishes to appeal a centres outcome of a complaint with TQH.

