

Independent Award Centre (IAC)

Fee Schedule 2021/2022

Annual Licence Fee (ALF), Participant Registration Fee (PRF) and Training fees
The Duke of Edinburgh's International Award Foundation

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Version control

Version	Date	Author	Notes
1.0	15/01/2021	DG/KC/EM	
1.1	18/03/2021	DG	Types of applicable taxes updated to refer to WHT

Independent Award Centre (IAC) Fee Schedule 2021/2022

This document outlines the definitions and amounts of operating fees for Independent Award Centres ('IACs') licensed to deliver The Duke of Edinburgh's International Award (the 'Award') by The Duke of Edinburgh's International Award Foundation ('the Foundation').

- Fees are exclusive of in-country bank charges and applicable taxes (including value added tax and withholding tax). IACs are responsible for covering any additional charges that may be applicable to their invoices.
- Where invoices are paid but additional charges are not covered, resulting in the Foundation not receiving the full invoice amount, IACs will be required to settle the balance.
- Fees are payable within 28 days of the date of the invoice unless otherwise stated.
- All invoices will be sent to the IACs Award Coordinator. It is the Award Coordinator's responsibility to ensure that the invoice is processed in line with their organisation's requirements.
- All fees are payable in GBP, USD or EUR only.

Annual Licence Fee (ALF)

GBP	USD	EUR
£950	\$1,216	€1,050

The Annual Licence Fee (ALF) is the fee payable to hold a Basic IAC Licence and is invoiced in April each year. An IACs first ALF will be calculated in pro-rata terms covering the period from the date of their licence and March the next year.

ALF discounts may be granted upon request, on the following basis:

Type of IAC	ALF discount
International Schools/Commercial Organisations	0%
Private Schools (delivering the national curriculum of the country they are located in)	25%
Government/Public/State Schools	50%
NGOs turnover over £50,000	50%
NGOs turnover under £50,000	75%

Participant Registration Fee (PRF)

I. Participant Registration Fee (PRF) – International Schools/Commercial Organisations

Level	GBP	USD	EUR
Bronze	£50	\$64	€55
Silver	£50	\$64	€55
Gold	£55	\$71	€61

II. Discounted Participant Registration Fee (PRF) – Private Schools (national curriculum), Government/Public/State Schools and NGOs

Level	GBP	USD	EUR
Bronze	£25	\$32	€28
Silver	£25	\$32	€28
Gold	£30	\$39	€33

PRFs are payable by IACs to the Foundation for each Award participant at each level of the Award they undertake. IACs must collect Participant Registration Fees (PRFs) from participants at a price no greater than the rate set by the Foundation. If the IAC adds an administration charge, it must be made clear to Award participants that this is not the charge of the Foundation.

The discounted rate is based on the entity type and agreed at the point in which the IAC is licensed.

PRFs are invoiced on a 6-monthly basis. Calculations are based on the number of participants registered at each level on the Online Record Book (ORB) during the previous 6-month period. IACs are responsible for assuring the accuracy of records on the ORB.

In the case where a PRF invoice amounts to less than £250 (or EUR/USD equivalent), the Foundation will not issue the invoice unless another invoice is also being issued. This is to avoid the IAC incurring disproportionate bank charges and to avoid excessive administrative burden on the Foundation. The fee will instead be rolled over until the next invoicing period.

Training fees

The Foundation charges a fee to cover the cost of delivering instructor-led training. The compulsory 'Level 1 – Award Induction' online training modules are currently free of charge through the Award Community.

Completion of the instructor-led Level 2 'Delivering the Award' workshop is mandatory for adults wishing to perform the roles of Award Leader, Adventurous Journey Supervisor and Adventurous Journey Assessor, and who have not been previously trained by the Foundation. The fees for this workshop are as follow:

GBP	USD	EUR
£200	\$256	€221

Training fees are invoiced upon enrolment on the course and payable in advance of the training in line with the Foundation's IAC Training terms and conditions available via www.intaward.org. Other training fees may be introduced as new training is developed.

Reviewing fees

The Foundation reviews fees on an annual basis taking into account the current market for comparable services, currency variances, the costs associated with supporting IACs and how this relates to the Foundation's ability to deliver on its charitable mission.

Any changes in fees will be notified to IACs in accordance with Section 9 (Financial Obligations) of the IAC Licence agreement:

9.3 The ALF, PRF and training fees can be increased at any time by the Foundation on 60 days' notice from the Foundation to the IAC. (Please note that the IAC can terminate this Agreement at any time by giving one month's written notice to the Foundation under clause 13.4 if it is unable to pay the increased ALF, PRF and training fees).