

# Independent Award Centre (IAC)

## Fee Schedule 2024/2025

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

January 2024  
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## Version control

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Version	Date	Author	Notes
1.0	10/01/2024	KC	
1.1	15/01/2024	EM	Updated with currency variances.
1.2	24/01/2024	KC	Updated name of training workshops.

## Independent Award Centre (IAC) Fee Schedule 2024/2025

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 including bank charges on the sending side.
- 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
£1,300	\$1,585	€1,480

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)

*Please note that PRF rates will change in 2025/26. A reminder of this change will be issued to all IACs with the 2025/26 Fee Schedule in January 2025.*

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

Level	GBP	USD	EUR
Bronze	£50	\$61	€57
Silver	£50	\$61	€57
Gold	£55	\$67	€63

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

Level	GBP	USD	EUR
Bronze	£25	\$31	€29
Silver	£25	\$31	€29
Gold	£30	\$37	€34

- 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. Reminders are also sent every 6 months to help with this process. PRF invoices will be issued on the basis of the data held on the ORB on 1 October and 1 April each year and will not be subject to change. PRFs are only charged when the registration is approved by an Award Leader and this Award Leader approval should only happen when the IAC has ensured the participant meets the requirement to do the Award and that includes has paid their PRF (or the IAC is assured they can cover the cost of the PRF).
- 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

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The Foundation charges a fee to cover the cost of delivering instructor-led training. The compulsory 'Level One – Delivering the Award' online training course is currently free of charge through the Award Community.

Completion of the instructor-led 'Level Two - 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 the virtual workshop are as follow:

GBP	USD	EUR
£200	\$245	€230

Delivery of future face-to-face workshops for Level Two training is subject to review and this includes any applicable fees.

Training fees are invoiced upon enrolment on the workshop and payable in advance of the training in line with the Foundation's IAC Training terms and conditions available via [www.intaward.org](http://www.intaward.org).

Other training fees may be introduced as new training is developed.

## Reviewing fees

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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).*