

2012 FEES & CHARGES

FOR TRAINING ORGANISATIONS AND TRAINING COURSES

Application & Transfer Fees	Training Organisation	Foundation Courses	Internal Auditor Courses	Auditor Conversion Courses	Auditor/Lead Auditor Courses
Application (first course)	£940	£1,350 ¹	£1,550 ¹	£1,850	£2,100
Application (for subsequent courses) ⁵	n/a	£700 ¹	£800 ¹	£950	£1,050
Transfer from other recognized approval/certification bodies	£750	£1,050 ¹	£1,300 ¹	£1,450	£1,550

Annual Fees	Training Organisation	Foundation Courses	Internal Auditor Courses	Auditor Conversion Courses	Auditor/Lead Auditor Courses
Annual Certification Fee	n/a	£480 ²	£730	£890	£925
Course Levy Fee (per presentation) ³	n/a	£48 ⁴	£69	£90	£96

Surveillance Charges	Charge	Notes
Training Assessor day rate	£480	-
Travel time	£250 per complete day	Travel time is not charged in the UK and Republic of Ireland. 1 travel day is charged for travel in Europe outside the UK. 2 travel days are charged for travel outside Europe.
Motor Mileage	£0.45 per mile	-
Rail Travel (UK)	First class return fare	-
Air Travel	Economy return fare	We reserve the right to book other fare types as necessary
Accommodation & Subsistence	Actual cost incurred	-

- 1. Training Course Application Fees:** No application fee will be charged for a Foundation course when applications for certification of a classroom-based Foundation course and an Internal Auditor course are made together, and the Foundation course is intended to be presented only in conjunction with the Internal Auditor training course (i.e. as a complete three-day course).
- 2. Foundation Course Annual Fee:** an annual fee will not be charged where a classroom-based foundation Course is intended to be presented only as part of a three-day Internal Auditor training course.
- 3. All Levy Payments:** levy payments are payable twice a year and the current maximum course levy payment for any Training Organisation is £11,025 for any training courses presented between 1st January 2012 and 30th June 2012.
- 4. Foundation Course Levy Fee:** a separate levy fee for the Foundation course will not be charged when this course is classroom-based and presented as part of a three-day Internal Auditor training course.
5. These fees are applicable for all course applications when training organisations already have at least one Lead Auditor course in any discipline certified by IRCA.

How to Pay

The fee structure is revised annually. Payments (in pounds sterling) may be made by one of the following methods:

By credit card: Switch, American Express, VISA, Access or MasterCard

Complete a payment form (available from IRCA) with your credit card details, sign and return it to IRCA with the remittance advice on the invoice. The total amount due will be charged to your credit card account in pounds sterling.

By cheque: in pounds sterling drawn on a UK bank

Payment may be made by a cheque in pounds sterling drawn on a UK bank. Please write your IRCA identification number on the back of the cheque and return it with your remittance advice to the correspondence address shown below*. Please note that, because of the high level of exchange and transaction charges involved, payment should not be made in currencies other than pounds sterling nor by a cheque drawn on a non-UK bank. All bank charges incurred in processing such payments are deducted before applying the net amount received to your IRCA account.

By bank transfer (BACS)

Payment may be made by bank transfer direct to our bank in London. The details are as follows:

Bank:	Lloyds Bank Plc Butler Place Branch Butler Place, Caxton Street London SW1H 0PR UK
Sort Code:	30-98-97
Account Name:	The Chartered Quality Institute
Account Number:	0231866
Swift Code:	LYODGB2L
IBAN number:	GB18LOYD30989700231866
BIC Code:	LOYDGB21031

Please note that this is an expensive payment method. It is likely that a charge will be made by your bank and by Lloyds Bank in London. Please ensure that the total amount due is the net amount to be credited to our bank account after deduction of all charges. Any differences will be carried forward on your IRCA account.

Important: You must ensure that your Training Organisation Member number as shown on the invoice is quoted on the transfer advice sent by your bank to Lloyds Bank in London. Also, please inform your IRCA Account Manager when such transfers have been made.

* International Register of Certificated Auditors
2nd Floor
Chancery Exchange
10 Furnival Street
London, EC4A 1AB
Tel: +44 (0)20 7245 6833
Fax: +44 (0)20 7245 6844