

# Fee Structure

The AI Board (AIB) is committed to a fair and accessible fee structure to ensure as many learners have access to our qualifications as possible. This fee structure should be made available to managers in prospective and approved AIB centres and learners where fees are passed on to learners. The fee structure includes the AI Board Invoicing Policy.

## Processes

AIB will issue invoices\* within 5 working days of a valid request for services

### A request for services can include

- Learner registrations being submitted\*\*
- Centre Approval Form being submitted
- A proposal for qualification development being agreed
- A programme endorsement being agreed

*\* Payment is due within 28 days of receipt of invoice or as otherwise agreed in writing.*

*\* Payments must be made in pounds sterling, where a foreign exchange or other transaction fee occurs the client must bear the cost.*

*\*\* Learners must be registered within 28 days of starting their course*

## Invoices

**Invoices issued by AIB will include the following information:**

- Invoice number
- Date of invoice
- Name and address of client
- Due date
- A description of the services being requested
- Quantity of the services requested
- Unit and total price per service
- VAT, where applicable
- Total invoice price

## Non-payment of Invoice

If any amount of the invoice remains outstanding after the payment due date AIB will not provide the services related to the invoice and may apply sanctions to the client.

### Sanctions may include:

- Suspension of services
- Termination of centre approval where non-payment is persistent.
- Legal action.

The client will be liable for the reasonable costs incurred by AIB in seeking recovery of unpaid amounts.

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## Qualification Fee per learner

**£30**

AIB Level 2 Award in Understanding AI

**£35**

AIB Level 3 Award in AI – Concepts, Ethics and Applications

**£35**

AIB Level 3 Award in Introduction to Artificial Intelligence in Post 16 Education and Training for Teachers

## Programme Endorsement

**£1500**

Endorsement Centre Approval and Programme Review

### Endorsement Certification Fees

**£15**

*Large – 150+ total hours learning time*

**£12**

*Medium – 51- 149 total hours learning time*

**£10**

*Small – 50 or less total hours learning time.*

## Bespoke Qualification Development

Fees for development and learner registrations are available on request and are individual for each qualification development project.

## Other Fees

**£25**

Certificate Replacement

**£250**

Appeal

**£600**

Additional External Quality Assurance Event

**£25**

Late Registration fee, per learner (registering a learner 14 days after they have started their programme of learning)

## Certificates

AIB issues secure digital certificates as the primary form of certification. Printed certificates are available on request at an additional fee.

## External Quality Assurers

Where AIB has External Quality Assurers (EQAs) operating in the country the centre is based in there will be no additional fees for travel costs, where centres are based in localities where AIB does not have EQAs then the centre must bear the costs, which will be agreed in advance with the centre.

## Training

Available on request