

# Fee Structure

SAIGE 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 SAIGE centres and learners where fees are passed on to learners. The fee structure includes the SAIGE Invoicing Policy.

## Processes

SAIGE 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 SAIGE will include the following information:**

- Invoice number
- Date of invoice
- Name and address of client
- Client identification number
- 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 SAIGE 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 SAIGE in seeking recovery of unpaid amounts.



## Centre Approval

**£950**

Fees are stated net of VAT or any other taxes that may be applicable. Where applicable, these will be shown separately on the face of the invoice.

### Qualification

*Fee per learner*

**£30**

SAIGE Level 2 Award in Understanding AI

**£35**

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

**£35**

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

### Bespoke Qualification

*Development*

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

### 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.*

### Other Fees

**£25**

Certificate Replacement

**£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)

**£250**

Appeal

**Training**

Available on request