



SERVICE FEES

January 2023

All fees required throughout Qualification(s) delivery will be paid directly by the Centre.
The Centre is responsible for collecting any and all payments from students, tutors, branches etc.

Centre Approval Fees (Start Up Fees)	
Syllabus	£25.00 + postage
Aromacare training manual	£35.00 + postage
Postgraduate IFA Membership for Teacher(s)	£80.00 - £125.00
Principal Teacher Registration	£150.00
Assistant Teacher Registration	£125.00
Trainee Teacher Registration	£100.00
School Registration for each IFA Qualification (see below)	£150.00 - £700.00
Site Inspection	£200.00 + travel
Centre Owner Friend Membership <i>NB. If the Centre owner is also the Principal Teacher this fee will be waived</i>	£40.00
Centre Certificate	FREE
Additional Advisory Visit (if required)	£300.00 per day

Annual Qualification Centre Registration Fees	
Aromatherapy Diploma	£300.00
PEOT Diploma	£300.00
Aromacare Certificate Course	£150.00
Aromatherapy Diploma + PEOT Diploma	£550.00
Aromatherapy Diploma + Aromacare Course	£400.00
PEOT Course + Aromacare Course	£400.00
Aromatherapy Diploma + PEOT Diploma + Aromacare	£700.00
Renewal of Postgraduate Membership for teacher(s)	£80.00 - £125.00
Renewal of Friend Membership for Centre Owner	£40.00

Additional Site (Branch) Fees

Additional Site Approval Fee (each site)		£250.00
Additional Site Inspection Fee		£200.00 + travel
Additional Courses from Additional Sites	Aromatherapy Diploma	£250.00
	PEOT Course	£250.00
	Aromacare Course	£100.00

Spot Check Fees

Random spot checks	FREE
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Additional Qualification(s) Fees

Additional Qualification Fee	Aromatherapy Diploma	£250.00
	PEOT Course	£250.00
	Aromacare Course	£100.00
Principal Tutor Postgraduate Membership in Qualifications (s) they are delivering <i>(The teacher must be registered for each IFA Qualification that they teach.)</i>	FULL Membership	£80.00
	FULL + PEOT Membership	£120.00
	FULL + CARER Membership	£90.00
	FULL + PEOT + CARER Membership	£125.00
Teacher Additional Qualification Registration Fees <i>(Please note to deliver the Aromacare course the individual may only apply for Principal tutor status)</i>	Principal Teacher Status	£150.00
	Assistant Tutor Status	£125.00
	Trainee Tutor Status	£100.00

Additional Staff Fees

Principal Teacher registration	£150.00
Assistant Teacher registration	£125.00
Trainee Teacher registration	£100.00

Student Registration Fees

Aromatherapy Diploma Student Registration <i>valid for 2 years</i>	£35.00
PEOT Diploma Student Registration <i>valid for 2 years</i>	£35.00
Extension of an additional 12 months (<i>due to retakes, absence etc.</i>)	£25.00
Aromacare Student Fee <i>valid for 1 year</i>	£25.00
Postgraduate Membership Upgrade (<i>Regardless of time of graduation date</i>)	£120.00

Examination Fees

Aromatherapy Diploma Qualification

Practical Examination	UK	£60.00 per student
	Overseas	£90.00 per student
	One-to-One via Zoom	£150.00 per student
Theory Examination	UK	£37.50 per student
	Overseas	£45.00 per student
	via Zoom (<i>if less than 6 exam candidates</i>)	£100.00 per exam session
Online Exam	At Home	£50.00 per student per paper
Anatomy & Physiology	UK	£37.50 per student
	Overseas	£45.00 per student
	via Zoom (<i>if less than 6 exam candidates</i>)	£100.00 per exam session
Online Exam	At Home	£50.00 per student per paper

Professional Essential Oils Qualification

One Assessment Fee (<i>Regardless of whether exempt from A&P</i>)	UK	£150.00 per student
	Overseas	£150.00 per student
	One-on-One	£150.00 per student

Aromacare Certificate Course

One Assessment Fee	UK	£150.00 (+ travel if not held via Zoom)
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	Overseas	£500.00 (+ travel if not held via Zoom)
Examination Resit Fees		
Aromatherapy Diploma Qualification		
Practical Examination	UK	£60.00 per student
	Overseas	£90 per student
	One-to-One via Zoom	£150.00 per student
Theory Examination	UK	£37.50 per student
	Overseas	£45.00 per student
	via Zoom (<i>if less than 6 exam candidates</i>)	£100.00 per exam session
Anatomy & Physiology	UK	£37.50 per student
	Overseas	£45.00 per student
	via Zoom (<i>if less than 6 exam candidates</i>)	£100.00 per exam session
Reassessment of Coursework	UK	£50.00 per student
	Overseas	£75.00 per student
Professional Essential Oils Qualification		
Practical Examination	UK	£60.00 per student
	Overseas	£90.00 per student
Theory Examination	UK	£37.50 per student
	Overseas	£45.00 per student
Anatomy & Physiology	UK	£37.50 per student
	Overseas	£45.00 per student
Reassessment of coursework	UK	£50.00 per student
	Overseas	£75.00 per student
Aromacare Certificate Course		

Reassessment of coursework	UK	£50.00 per student
	Overseas	£75.00 per student

Appeal Fee

Theory Examination		£30.00 per student
Anatomy and Physiology Examination		£30.00 per student
Practical Examination	Review report to see if moderation required	£30.00 per student
	2 nd Appeal for sending a different Examiner	£150.00 + <i>travel</i>

Reissuing Fees

Reissuing Student ID Cards (+ <i>registered postage</i>)	£20.00
Reissuing Examination Certificate (+ <i>registered postage</i>)	£20.00
Reissuing Centre Certificate (+ <i>registered postage</i>)	£30.00
Changing by a school an IFA invoice once issued	£25.00
<i>See membership terms and conditions for reissuing membership certificates.</i>	

Cancellation Fees

Cancellation of Examiner <i>(This Centre will also be liable for the Examiners travel and accommodation if booked in advance, or the cancellation fees of such arrangements in addition to this fee.)</i>	£150.00 per exam session (+ <i>travel</i>)
Authorized <i>(by the IFA in advance)</i> absence from examination <i>(Deferred exam will only defer to the next exam offered and within the same calendar year)</i>	£20.00 per student per exam
Unauthorized or invalid absence from examination	NO REFUND

Penalty Fees

Entering any students into assessments without required coursework	£50.00 per student
Entering students into exams with lapsed membership	£50.00 applied to invoice
Less than minimum number of students entered into exam	Price of remaining number of students to meet the

<i>(There is a minimum of six (6) students for in-person exams and a minimum of four (4) students via Zoom.) The minimum cohort of students must take the exam altogether or pay for the additional time slot if split up.</i>	minimum requirement for the examination
Registering student memberships more than 4 (four) weeks after the course starts	£100.00
Teacher with lapsed membership will be required to pay their teacher registration fee again	£75.00 - £125.00

Late Payment Fees

Per calendar month overdue	£20.00 per month overdue
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Postage Fees

Returned/Unclaimed/Wrong address registered to the IFA	Price of contents + tracked postage to resend
Missing	The first time missing – IFA will reissue Free. Any further instances of missing mail (<i>contents + tracked postage</i>) costs will be the responsibility of the centre to resend.