



SERVICE FEES

October 2018

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 learners, tutors, branches etc. and submitting to the IFA as one payment.

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	£125.00
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 Approval and Re-Approval 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	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 (NB. The teacher must be registered to deliver each IFA Qualification. Please note to deliver the Aromacare course the individual may only apply for Principal tutor status)	Principal Teacher Status	£125.00
	Assistant Tutor Status	£100.00
	Trainee Tutor Status	£75.00

Additional Staff Fees

Principal	£125.00
Assistant	£100.00
Trainee	£75.00

Learner Registration Fees

Diploma Learner Registration up to two (2) years (either Professional Aromatherapy Diploma student or PEOT student)	£35.00
Extension of an additional 12 months (due to retakes, absence etc.)	£25.00
Associate Course Student up to one (1) year	£25.00
Aromacare Student Fee up to one (1) year	£25.00

Examination Fees

Aromatherapy Diploma Qualification

Practical Examination	UK	£60.00 per student
	Overseas	£75.00 per student
Theory Examination	UK	£30.00 per student
	Overseas	£37.50 per student
Anatomy & Physiology	UK	£30.00 per student
	Overseas	£37.50 per student
Professional Essential Oils Qualification		
One Assessment Fee <i>(regardless of whether exempt from A&P)</i>	UK	£120.00 per student
	Overseas	£150.00 per student
Aromacare Certificate Course		
One Assessment Fee	UK	£150.00 + examiners travel
	Overseas	£500.00 + examiners accommodation

Examination Resit Fees

Aromatherapy Diploma Qualification

Practical Examination	UK	£60.00 per learner
	Overseas	£75.00 per learner

Theory Examination	UK	£30.00 per learner
	Overseas	£37.50 per learner
Anatomy & Physiology	UK	£30.00 per learner
	Overseas	£37.50 per learner
Reassessment of Coursework	UK	£50.00 per learner
	Overseas	£75.00 per learner
Professional Essential Oils Qualification		
Practical Examination	UK	£60.00 per learner
	Overseas	£75.00 per learner
Theory Examination	UK	£30.00 per learner
	Overseas	£37.50 per learner
Anatomy & Physiology	UK	£30.00 per learner
	Overseas	£37.50 per learner
Reassessment of Coursework	UK	£50.00 per learner
	Overseas	£75.00 per learner
Aromacare Certificate Course		
Reassessment of incomplete or underachieved Coursework	UK	£30.00 per learner
	Overseas	£75.00 per learner

Appeal Fee

Theory Examination or Anatomy and Physiology Examination		£30.00 per learner
Practical	Review report to see if moderation required	£30.00 per learner
	2 nd Appeal for sending a different Examiner	£150.00 + travel

Reissuing Fees

Reissuing Student ID Cards + registered postage	£20.00
Reissuing Examination Certificate + registered postage	£20.00
Reissuing Centre Certificate + registered postage	£20.00
<i>See membership terms and conditions for reissuing membership certificates.</i>	

Cancellation Fees

Cancellation of Examiner visit NB. 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.	£150.00
Non-attendance at Theory Examinations (with no valid reason) <i>NB. No refund of original payment of examinations fee will be granted</i>	£20.00 per learner

Penalty Fees

Entering any one or more learners into assessments without required coursework	£50.00
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Late Payment Fees

Per overdue calendar month	£20.00
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