



ICM

# Charging Policy

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## Statement of Intent

ICM is committed to openness and accountability. In line with this commitment we expect employees, Learners, Examiners or those contracted to provide services to ICM who have serious concerns about any aspect of our work to come forward and voice those concerns with the knowledge that, if made in good faith, their action will be viewed positively.

A handwritten signature in black ink that reads "Adair Ford". The signature is written in a cursive style with a large initial 'A'.

Adair Ford  
**Chairman & CEO**

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## 1. Policy Statement

The Institute of Commercial Management (ICM) is a Charity that was established in 1979 and our aim is to provide high quality education at the lowest possible price. We provide opportunities for Learners in developed and developing countries all over the world to gain an educational advantage.

This document details our charges for the services we provide. It does not include tuition charges that are payable directly to the teaching institutions. All charges are quoted in GBP. It is possible to make payments in USD and EUR and this should be negotiated in advance by contacting [info@icm.education](mailto:info@icm.education).

Charges quoted in this document are correct as at November 2017. Our website also contains this information and should be referred to if you are in doubt as to our latest charging structure. Our charges are reviewed every 2 years and may be updated to accommodate changes such as inflation and/or to reflect other external factors. Changes in our charges will be notified in advance with at least 6 months prior notice.

## 2. New Approved Centres

A new centre making an application to become an approved ICM Centre is required to follow the New Centre Application process. This application process bears an administration charge of £100.00 Pounds Sterling that is non-refundable and non-transferable.

This charge covers the following:

- Administration of the application process
- Initial due diligence visit by a member of the ICM team
- Approval to deliver ICM qualifications (where our requirements have been met)
- Access to our secure Approved Centre website pages which contain teaching support materials
- Support from our in country coordinator to include capacity building with other organisations
- To monitor (and develop) quality assurance

A renewal process will be necessary every 2 years. There is no ongoing renewal charge for ICM Approved Centres.

## 3. Learners

Learner Registration charges for standard ICM qualifications are based on the country in which you will undertake your examinations.

The current charges are as follows:

- Group 1 – If you are based in Europe, an EU Member State, North America, a Gulf State, the Middle East, Australasia, Singapore, India, China, Hong Kong or Malaysia our annual Registration Charge will be £50.00 Pounds Sterling
- Group 2 – If you are based in South Africa, sub-Saharan Africa, Central or South America, Pakistan, Bangladesh, the Caribbean or North Africa our annual Registration Charge will be £25.00 Pounds Sterling

Annual Registration Renewal Charges:

- Group 1 –£50.00 Pounds Sterling
- Group 2 –£25.00 Pounds Sterling

#### **4. Examination Entry Charges**

Examination Entry charges are shown on the appropriate Examination Entry form for the subject/programme you are undertaking. In general, the standard Examination Entry charges are as follows:

£26.00 Pounds Sterling

- Diploma Level Subjects
- Advanced Diploma Subjects
- Graduate Diploma Subjects
- Single Subjects

£35.00 Pounds Sterling

- Specialist Subjects

£50.00 Pounds Sterling

- Post Graduate Diploma in Management Subjects

#### **5. Subject Exemption Charges**

Depending on which course a Learner is undertaking subject exemption charges are at the same rate as examination charges.

#### **6. Administration Charges:**

- Copies of Entry/Results Notifications – £10.00 Pounds Sterling
- Transcript of Academic Results – £15.00 Pounds Sterling
- Replacement Student Card – £15.00 Pounds Sterling
- Replacement Certificates – £20.00 Pounds Sterling
- Conversion of Single Subject Diplomas into a Professional Qualification – £20.00 Pounds Sterling

#### **7. Deferrals**

There is a charge of £15.00 Pounds Sterling per subject should you wish to defer any examinations to another series for health or any other reason. If you are unable to undertake your examinations, it is essential you advise ICM in writing before the appropriate date, otherwise the full entry charge will be applicable. Please note that you may only defer examinations on one occasion. A new examination entry form must be submitted with your deferral charge. Should you be deferring through ill health, you will need to attach a copy of your medical certificate to the new entry form.

#### **8. Conversion**

A Learner who undertakes, on a Single Subject basis, subjects within a Diploma, Advanced Diploma or Graduate Diploma will not be entitled to a professional Qualification unless they are exempted from or have completed all lower Levels of that Qualification. If a candidate has successfully completed ALL required Single Subjects, they can convert the Single Subjects to a Professional Qualification. To apply for the conversion of Single Subject passes into a Professional Qualification,

candidates must complete the appropriate form and return this to ICM, together with the payment of £20.00 Pounds Sterling. This form is available from your ICM Approved Centre.

Continual Professional Development (CPD):

Annual Registration Charge – £25.00 Pounds Sterling

Examination Entry Charge – £20.00 Pounds Sterling

## 9. Product Development

ICM will offer courses that are deemed fit for purpose and that support the demand of Learners. More than 200 qualifications are offered by ICM covering a wide range of subject areas. Where the criteria are met, ICM can provide certification support for bespoke qualifications developed and delivered by an Approved Centre. These qualifications are categorised as follows:

- Continual Professional Development or CPD – short courses typically from a few hours to a few days, these courses track skills, knowledge and experience that are gained formally and informally as you work. They are a record of what is learnt, experienced and then applied in the workplace.
- Certification – larger courses, typically multi-module, that require formal assessment.

An initial qualification development consultation charge of £500 Pounds Sterling is applied for each qualification that is submitted. A unit review and validation charge is applied as follows:

	<b>Units</b>	<b>First and second review</b>	<b>Third and fourth review</b>
<b>Bespoke qualification unit validation charges</b>	1-5	£500	£250
	6-10	£750	£375
	11-15	£1,000	£500
	16-20	£1,250	£625
	20+	£1,500	£750

These charges cover both internal and external team members within the validation panel. A re-validation charge will be applied as part of a 5-year cycle. These charges will be the same as the initial validation charges. Course amendment charges will be applied in the event that changes are requested to any part of the course. These charges are the same as the initial validation charges.

## 10. Training and Consultancy

Our charges for training and consultancy in respect of the design and development of qualifications are £500.00 Pounds Sterling per day or £250.00 Pounds Sterling per half day.