

**Schedule of Fees - 2023**

All fees are exclusive of VAT (except where indicated) and VAT will be added where applicable.

Membership Fees – SCIO International Well Control Forum

Membership Fees	
Membership fee - New Member	£375 / €485 / \$562.50
Membership fee – Annual Renewal	£226 / €267 / \$339

Assessment Fees

Assessment Fees (per candidate)	
Paper assessment fee	£125 / €150 / \$187.50
Online assessment fee	£95 / €114 / \$142.50
Resit fee (returning resit only)	£25 / €30 / \$37.50

Assessment Fees (per schedule)	
Invigilation – Classroom based assessment ¹	Variable
Invigilation – Virtual assessment ²	£173 / €207.60 / \$259.50
Invigilation – Late cancellation ³	£105 / €126 / \$157.50
Courier costs ⁴	Variable
Printing costs ⁵	Variable

Accreditation Fees

Accreditation Fees – New Centre	
Primary Centre ⁶	£2,500 / €3,000 / \$3,750
Associate Centre	£1,500 / €1,800 / \$2,250
Upgrade (Associate to Primary)	£1,000 / €1,200 / \$1,500
Administration fee ⁷	£200 / €240 / \$300
Invigilation – Pilot digital assessment ⁸	£121 / €145.20 / \$181.50

Accreditation Fees – Annual Renewal	
Primary Centre	£995 / €1,194 / \$1,492.50
Associate Centre ⁹	£495 / €594 / \$742.50

Audit Fees

Audit Fees	
Audit fee ¹⁰	£2,500 / €3,000 / \$3,750

Training Course Fees

Training Course Fees (per candidate)	
Assessor Training ¹¹	£1,915 / €2,298 / \$2,872.50
Train the Trainer ¹¹	£954 / €1,144.80 / \$1,431

**Notes**

¹ Invigilation costs for classroom-based assessments (online and paper) are variable. They will increase by 5% on the current level, unless otherwise notified.

² Maximum of 3 candidates per schedule.

³ Chargeable when schedules are cancelled on FORUM less than 48 hours before the start of an assessment.

⁴ Courier costs, for paper assessments, will be charged for the shipment of test papers from IWCF to the invigilator and from the invigilator to IWCF. These costs are variable dependent on the weight/dimension of the package and the location of the centre.

⁵ Local printing of assessment papers may be done in some circumstances. The cost will be chargeable to the centre and are variable dependent on the location of the centre and the number of assessments printed.

⁶ Fifty percent of the primary centre accreditation fee is payable on application and is non-refundable.

⁷ The Administration fee will be charged when a centre makes a change to their accreditation. This will include, but is not limited to, change of location, change of name or where a primary centre with an existing associate centre applies to have a new associate centre accredited.

⁸ Digital assessments pilots are essential for all Primary and Associate centres. This includes new, transitioning and change of locations.

⁹ Customers renewing associate centres will be charged one associate centre renewal fee regardless of the number of associate centres that are renewed.

¹⁰ The audit fee is payable on initial accreditation and for all surveillance audits. All primary and associate centres are subject to audit.

The audit fee is also payable when a centre requires a re-accreditation audit following suspension.

Where the accredited training centre requests a cancellation or change to the agreed audit date, the following will be charged:

- Cancellation/Rescheduling on the day of the agreed audit = 100% of IWCF's current audit fee
- Cancellation/Rescheduling within 10 days of the agreed audit date = 90% of IWCF's current audit fee
- Cancellation/Rescheduling over 10 days of the agreed audit date = any unrecoverable costs incurred or 50% of the audit fee whichever is greater.

¹¹ For training courses hosted in the UK, the course fee is inclusive of VAT.