# NEW APPLICANT FEES

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| Item | Fees | Explanatory Notes |
| Initial Organisational Audit (non-refundable) 2024 | £350.00 | Once this fee has been paid, applicants will be sent the Initial Audit form and the Initial Course Accreditation form. This fee is non-refundable, which means that after receiving the forms, even if an applicant decides not to go ahead with the accreditation process, this sum will not be returned. |
| Required Changes following Initial Audit submission | £100.00–300.00 | The ACTDEC Audit & Accreditation (A&A) Panel Report on the initial organisational audit submission may offer “Recommendations” and/or request “Required Changes”. Applicants will have up to three months to implement Required Changes and respond to Recommendations. Delayed and/or incomplete responses will incur a £100 fee. In second and subsequent reviews, delayed or incomplete responses will incur stepped fees with increments of £50. |
| Course Accreditation Fee | See below | This is payable at the time the applicant submits the information and documentation requested in the Initial Audit Form and the Course Accreditation form. The A&A Panel will begin reviewing the completed course and organisation forms once this payment has been received.  |
| Required Changes following Initial Course Accreditation submission | £100.00–300.00 | This works in the same way as Required Changes following Initial Audit submission.  |
| Annual Membership Fee | N/A | Applicants are not required to pay an annual membership fee until they become accredited members of ACTDEC. This fee will become due one year from the date of official recognition of the applicant’s successful accreditation (see ACTDEC Member Fees on webpage). |

# New Applicant – Initial Course Accreditation

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| Course Accreditation Levels | Fees[[1]](#footnote-1) |
| **Level 2 (70–100 hours)** | £460.00  |
| **Level 3 (120 hours)**  | £525.00 |
|  **Level 4 (150 hours)** | £575.00  |
| **Level 5 (240–250 hours)** | £700.00  |
| **Level 6 (450 hours)** | £825.00  |

1. Full ACTDEC members receive a discount for any subsequent courses they may wish to accredit with ACTDEC. This is based on the idea that having once gone through the accreditation process, members will be more familiar with what ACTDEC is looking for, thus requiring less input from the A&A Panel. [↑](#footnote-ref-1)