



# EOCCS FEE SCHEDULE



## 2023

This fee schedule covers applications submitted between 1 January and 31 December 2023.

### **ADMINISTRATIVE CERTIFICATION FEES**

**Application Fee** € 2 100

*Invoiced on receipt of application.*

#### **Review Fee**

One course € 6 200

For each additional stand-alone course or additional course in a suite of courses € 500

*Due 14 days prior to presentation of the course(s) to the EOCCS Certification Board.*

#### **Certification Fee**

3-year certification with development objectives (CDO) € 2 100

OR

1-year certification with required improvements (CRI) € 700

Extension for 2 years (if required improvements fulfilled) € 1 400

*Invoiced following the decision of the EOCCS Certification Board.*

### **ADMINISTRATIVE RE-CERTIFICATION FEES**

**Re-certification Fee** € 5 200

*Invoiced on receipt of application for re-certification.*

**For each additional course in the application\*** € 250

\* *Additional course refers to a further **course in the same suite of courses** where the courses share elements such as Institution, Platform and Quality Assurance but differ in the discipline-based content.*

## **EXPENSES IN CASE OF ONSITE VISIT<sup>1</sup>**

In exceptional cases the EOCCS Office or Certification Board may ask an EOCCS Expert to conduct an **Onsite Visit** to the applicant Institution. The Institution will have to cover the travel, accommodation and other direct expenses of the Expert.

**In the event of an Onsite Visit, travel, lodging and other direct expenses are to be paid by the Institution.**

Panel members will be asked to keep intercontinental travel below **€ 6,000**. If the estimated cost exceeds this amount, prior approval must always be sought from the Institution, copying the EOCCS Office.

## **CANCELLATION, POSTPONEMENT AND LATE PAYMENTS**

- a) Should the Institution decide to cancel or postpone the Virtual Review Panel or Onsite Visit, the Institution will be liable for any non-refundable costs incurred by the Peer Reviewers at that time.
- b) The EOCCS Office may cancel or postpone a Review Panel
  - if the EOCCS Application Form is inconsistent or has significant problem areas or if it is evident that the course(s) do not meet the criteria as set out in the EOCCS documents; or
  - if the review is not conducted in an orderly manner even if the Review Panel is online or onsite, with the explicit agreement between the EOCCS Office, the Chairperson and another member of the Review Panel.

The Institution will have to cover any non-refundable costs incurred by the Peer Reviewers (e.g. flight tickets in case of onsite visit) up to the time of cancellation or postponement of the visit.

Any postponement, re-scheduling or cancellation of

- a) Virtual Review Panel by the Institution or the EOCCS Office will require the payment of an administration fee of **€ 250** should this occur more than three (3) weeks in advance of the planned Panel Review. A fee of **€ 500** will be charged should this occur within less than three (3) weeks from the scheduled Panel Review date.
- b) Onsite Review Panel Visit by the Institution or the EOCCS Office will require the payment of an administration fee of **€ 1,500** should this occur more than three (3) weeks in advance of the planned Panel Review. A fee of **€ 5,000** will be charged should this occur within less than three (3) weeks from the scheduled Panel Review date.

Please note that the fees above also apply to postponement, re-scheduling or cancellation of Virtual Review Panels or Onsite Review Panel Visits during a Deferral period.

In order to advance in the certification/re-certification process, an Institution must be up to date in all its payments.

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<sup>1</sup> Applicable both for certification and re-certification.