

Schedule of fees for educational oversight by Education Scotland

Fees for educational oversight by **Education Scotland** will be **non-refundable**.

Please note that this activity is exempt from VAT and therefore no VAT is chargeable.

The attached document (Page 2) – *Payment of fees to Education Scotland for educational oversight* – requires to be completed and returned when fees are paid. Inspections will not commence until fees are paid in full.

Inspections will normally be for **three days** and will have a **minimum of two inspectors** visiting the college or school. The size of the team will be determined by the learner numbers (headcount) enrolled at the private further education college or English language school and taking account of the complexity of the organisation.

Stage 1	Application fee – standard Non-refundable	£1,200	Payable on application and in advance by BACS or cheque
Stage 2	Inspection – 6 inspector days (minimum) Non-refundable	£4,800	Payable by BACS within 14 days of confirmation of acceptance and scheduling
	Inspection – 9 inspector days Non-refundable	£7,200	Payable by BACS within 14 days of confirmation of acceptance and scheduling
	Inspection – 12 inspector days Non-refundable	£9,600	Payable by BACS within 14 days of confirmation of acceptance and scheduling
Stage 3	Will vary according to the level of ongoing oversight		

Additional fees will be payable, and inspections may be cancelled, if an organisation is found to have provided inaccurate information on application.

Should a second visit or a re-inspection be required there will be an additional fee.

Please indicate method of payment.

I enclose payment of:

By BACs or bank transfer

Our bank account details for payment are:

Account Name: Scottish Government
Sort Code: 60-70-80
Account No: 10019502

IBAN No: GB15NWBK60708010019502

National Westminster
London Corporate Service Centre
CPB Services
2nd Floor
280 Bishopgate
London
EC2M 4RB

Please ensure that the invoice number, and/or the Debtor ID, is quoted in the payment.

By cheque

Payable to: "Scottish Government"

Whatever method of payment you use, please ensure that **your organisation name** and **Education Scotland** are included in the payment reference.

Please note that this activity is exempt from VAT and therefore no VAT is chargeable.

Upon receipt of cleared funds, **Education Scotland** will issue a receipt to cover the Review/AEV.

In the event of your application being unsuccessful, the application fee is not refundable.

Return address

Please return this form to:

Educational Oversight
Education Scotland
2nd Floor
Denholm House
Almondvale Business Park
Almondvale Way
Livingston
EH54 6GA

Please note that we cannot accept forms submitted by email or fax.

Declaration

I certify that I am duly authorised to submit this application on behalf of the above named organisation and agree to abide by the requirements of Education Scotland set out above and confirm that all statements and documentation included in support of this application are true and accurate and owned by this organisation.

Signature:

Job title:

Date of signing:

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