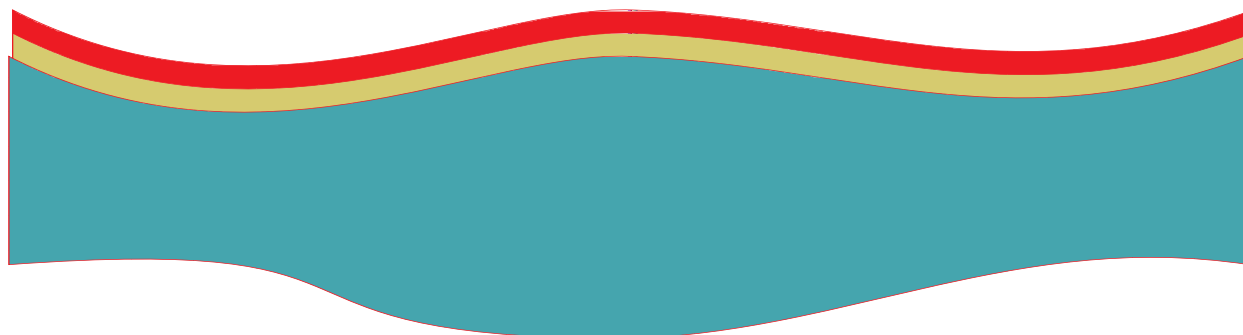




# INSTITUTE FOR TOURISM PROFESSIONALS

## Fees and Charges

Effective from August 2017



## A Summary of Fees and Charges

### Centre Approval Fee

All new centers will need to go through an approval process to check their suitability to offer ITP Awards courses and qualifications. There is a standard fee of N75, 000

Where an organization does not register any learners for a two year period it will need to resubmit for Centre approval.

### Annual Approved Centre Fee

Band	Fees	Quality assurance, Development support visit or activity
Band A – Up to 100 learners	N 250,000	1
Band B – Over 100 learners	N 375,000	Up to 2
Any additional visits are charged at N 70,000 per visit or activity.		

### Centre Approval - This will cover:

Expert advice and guidance from the quality Assurance Manager approval of the initial qualifications, approved letter, a plaque/approval plate, and or certificate.



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## Development and Quality Assurance Charges

Quality Assurance fee annual fee	1 course	N 200,000
2 or more courses	2-39 courses (200,000 for the first course and 150,000 per additional course)	N 200,000

## Registration Charges per learner for Assessment and Certification.

Level	Award	Fee
Level 1	Entry	N 14,000
Level 2	Certificate	N 16,000
Level 3	Diploma	N 20,000
Level 4	Advanced diploma	N 10,000 per module
Level 5	Graduate diploma	N 12,000 per module
Level 6	Post graduate diploma	N 15,000 per module

### Unit fees

Individual unit fees for unit certification, and or for Units above minimum recommended credit value are available at N 4,000 for Levels 1 to 3, **and** N6, 000 for Levels 4 to 6 awards

### Advisory visit

N30, 000 and transportation will be reimbursed by the client or cost may be applied using N5, 000 for every 40km.

**Student' registration fee** – N 5,000, one – off registration fees

### Cost of replacement of certificate

N10, 000 and it will take 7 working days

## Enquiries and Appeals

Stage 1	Initial is free
Stage 2	Internal review will attract N20,000 fee (reimbursed if the appeal is successful)
Stage 3	Independent review will attract N100,000 (reimbursed if appeal is successful)



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## Our commitment customer care

### What is included in the fees?

Our fees include a whole range of benefits which come from working with ITP including:

- A dedicated and experienced Business Development Adviser to give you up to the minute advice and guidance.
- A dedicated friendly and professional Customer Service Administrator to help you run your courses efficiently.
- An external quality reviewer for your portfolio of ITP Awards qualifications to provide support and sample learner work.
- Access to an informative and accessible database to search for qualifications and units and download our support material.
- A range of training and supporting events for your staff offered through the year.
- Regular e-bulletins and newsletters to keep you up to date with new qualifications, courses and events.
- The ability to obtain direct claims status if you meet our published quality criteria
- Access to standardization events and subject forums to share good practice and network with other professionals.
- On-line training and support from our professional training team.

### What else can we do for you?

#### Business Development and Unit Approval

All centers have access to the ITP unit bank for qualification units and specifications. You can use this to develop new provision guided by your Business Development Advisor.

If you want to develop and have approved a new unit for inclusion in a particular course there is a charge of N40, 000 per unit.

#### Quality Assurance

We will produce and agree a quality improvement plan for each center. Where a center requires additional visits or other quality assurance activity to ensure center compliance or verification of the award of credit above the number of activities included in the annual fee will make a charge of N70, 000 per activity

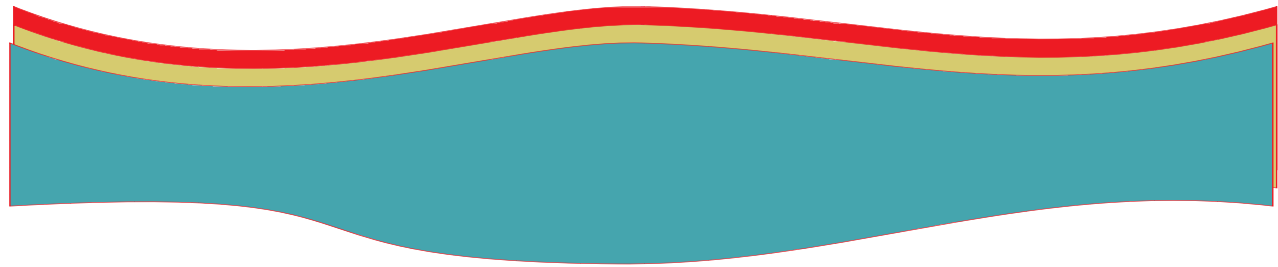


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