

	FEE-STRUCTURE ISO/IEC 17024:2026- Conformity Assessment – General Requirements for Bodies Operating Certification of Persons	Doc: Ref:	QGC-FEE-01
		Issue Date:	01/06/2026
		Rev:	0.0
		Effective Date:	15/06/2026

1. Fee Structure Overview

The examination fees are structured to ensure:

- Transparency and accessibility
- Equal opportunity without unjust discrimination
- Documented and consistent fee application
- Financial sustainability of certification activities
- Compliance with ISO/IEC 17024 impartiality requirements

2. Standard Examination Fee Table

Category	Candidate Type	Eligibility Requirement	Exam Fee (USD)	Discount	Final Payable (USD)	Remarks
Category A	General / Normal	Open to all applicants meeting scheme eligibility criteria	100	0%	100	Standard individual fee
Category B	Students	Valid student ID + official recommendation letter from recognized university/college	100	50%	50	Requires document verification
Category C	Corporate (Group)	Min. 5 candidates per org	100	10%	90	Approval required for bulk
Category D	Retake	Previously unsuccessful candidates reapplying	100	25%	75	Same scheme only
Category E	Scholarship	Hardship/Scholarship approval	100	Up to 75%	25–50	Case-by-case approval

3. Fee Inclusions

The examination fee includes:

- Application processing and eligibility review
- Examination administration and invigilation
- Assessment and evaluation of candidate performance
- Certificate issuance (for successful candidates)
- Unique certificate number generation
- Digital certificate issuance
- Online verification access via QGCert register
- Administrative and quality assurance costs

4. Fee Exclusions

The following are not included unless specifically stated:

- Training course fees (if provided separately)
- Re-assessment or appeal processing fees
- Courier / physical certificate delivery charges (if applicable)
- Additional attempt fees beyond standard retake policy
- Optional CPD or advanced training programs

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5. Discount Authorization Rules (ISO 17024 Control Requirement)

Discount Type	Approval Authority	Verification Requirement	Control Measure
Student Discount	Exam Dept + Doc Verification Unit	Valid ID + recommendation letter	Mandatory record retention
Corporate Discount	QGCert Management	Corp agreement / invoice confirmation	Formal contract required
Scholarship Discount	Scheme Committee - QGCert Management	Justification report	Case-by-case approval
Retake Discount	Examination Unit	Previous result record	System-based validation

6. Payment Terms

- All fees shall be paid **before examination registration confirmation**
- Payment methods may include bank transfer, online payment, or approved institutional billing
- Candidates will not be admitted to examination without confirmed payment status
- Fees are **non-transferable** between candidates unless approved by QGCert

7. Refund Policy

- Fees are **non-refundable once examination registration is confirmed**, except in cases of:
 - Examination cancellation by QGCert
 - Duplicate payment
- Refunds (if applicable) shall be processed within **30 working days**