



**ECITB Awarding Organisation
Invoicing Policy and Procedure RV2-0**



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Introduction

ECITB publishes on its website a fees list providing information on all fees related to ECITB qualifications. This Invoicing Policy sets out the processes for the issue, payment and retention of invoices related to ECITB qualifications.

Issue of Invoices

Invoices will be issued to Approved Centres on a monthly basis, in arrears, for the registrations, assessments and any other fees for services used in the previous month.

Content of Invoices

The content of the Invoices will include:

- Unique Invoice Number;
- ECITB contact details;
- The name and address of the customer for which the invoice is being issued
- The date of invoice
- Total amount in pounds sterling
- VAT (if applicable)
- A breakdown of charges, including reference to candidates, qualification and date of registration/assessment.
- Payment terms and details

Approved Centres should contact us if they have any queries or require additional information relating to issued invoices.

Payment of Invoices

All invoices are to be paid by the due date printed on the invoice

The following methods of payment are accepted:

- BACS;
- Credit/Debit Card

The full account details for BACS payments can be found printed on the invoice. This is the ECITB's preferred method of payment.

Payment of invoices is monitored by the Awarding Organisation as non-payment may be an indication of increase risk and/or have the potential to cause an adverse effect. Therefore a Precautionary Restriction preventing or restricting candidate registrations may be applied to any Approved Centre not complying with the ECITB payment terms.



Retention of Invoices

Invoices will be retained for a period of seven years.

Review Arrangements

This policy and its associated procedures will be reviewed and revised, as and when necessary, as part of continuous improvement arrangements and/or in response to customer, candidate or regulatory feedback (e.g. to align with any enquiries, processes established or revised by the regulators) and/or in response to any trends that may emerge in the subject matter of enquiries received.

Contact Details

If you have any queries about any aspect of this process, please contact:

The Awarding Organisation
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