

FEES (31st January 2025)

Mandatory Centre Fees	
<p>Centre Application Fee (UK)</p> <p>Centre Application Fee (International)</p> <p>Includes:</p> <ul style="list-style-type: none"> • Desk-based review of Centre Application • Advice and assistance on completion of the forms and provision of necessary evidence, etc. • Remote interviews with staff / management, as required • Other due diligence activities (e.g. Companies House check, credit check, etc.) • UK Centres Only – pre-approval visit and subsequent report for NALP Board consideration • International Centres – Staff time for pre-approval visit* and subsequent report for NALP Board consideration <p><i>Note: International Centres will also incur additional expenses to cover travel, accommodation and subsistence for up to 2 members of staff to undertake the mandatory pre-approval visit.</i></p>	<p>£480.00</p> <p>£1,100.00</p>
<p>Annual Reapproval Fee (UK Centres)</p> <p>Annual Reapproval Fee (International)</p> <p>Includes:</p> <ul style="list-style-type: none"> • Standard External Quality Assurance visits (i.e. not related to an investigation or sanction) • Ad-hoc advice or assistance from NALP staff members, including processing of applications for Special Considerations and Reasonable Adjustments, etc. 	<p>£480.00</p> <p>£1,100.00</p>
<p>Administration</p> <p>Covers charges for any administrative tasks outside of the normal application or annual reapproval fee, such as changing logos or other details held on the NALP website.</p>	<p>£18.00 Per hour</p>

<p>Postage and Packing</p> <p>Initial E-Certificate issued to Centre via the Centre Portal</p> <p>Initial Standard Certificate issued to single authorised address via Royal Mail Recorded Delivery (UK) (per certificate)</p> <p>Standard Certificate issue via Royal Mail (Tracked) (International) – charged as per Royal Mail tariff</p>	<p>Free</p> <p>£10.00</p> <p>POA</p>
<p>External Quality Assurance (Standard Visits)</p>	<p>Free</p>
<p>External Quality Assurance (Investigation and Sanction)</p> <p>Covers where a Centre has been found to have allowed or committed, whether via collusion, negligence or malice, malpractice or serious maladministration to occur which has, or may have, affected the validity, reliability or consistency of NALP qualifications.</p>	<p>£420.00 per day</p>
<p>Certificates</p> <p>Qualification Certificate – first issue (E certificate only)</p> <p>Qualification or Unit Certificate – first issue – hard copy (by request only)</p> <p>Unit Certificate – first issue (E Certificate Only)</p> <p>Hard Copy Replacement Certificate (due to first being lost, destroyed or stolen)</p> <p>Replacement E-Certificate (due to original being lost, deleted, etc)</p> <p>Amended Hard Copy Certificate (due to Centre’s error during learner registration)</p> <p>Replacement E-Certificate (due to Centre’s error during learner registration)</p>	<p>Free</p> <p>£10.00</p> <p>Free</p> <p>£30.00</p> <p>£10.00</p> <p>£30.00</p> <p>£10.00</p>
<p>Standard Qualification Fees</p>	
<p>The following fees include:</p> <ul style="list-style-type: none"> • Learner Registration • Provision of Assignment papers (for each unit) • Marking of Assignment papers • 1 x Re-sit or 2 x Referral* (*Level 3 in Paralegal Practice only) • Issuing Results • Issuing Certificates (to a single authorised address) 	
<p><u>NALP Level 3 Awards (single subjects) including:</u></p> <p>NALP Level 3 Award in an Introduction to Law for Paralegals</p> <p>NALP Level 3 Award in Commercial Law for Paralegals</p> <p>NALP Level 3 Award in Legal Ethics & Responsibilities for Paralegals</p> <p>NALP Level 3 Award in Wills and Succession for Paralegals</p>	

<p>NALP Level 3 Award in Civil Litigation for Paralegals</p> <p>NALP Level 3 Award in Criminal Litigation for Paralegals</p> <p>NALP Level 3 Award in Conveyancing for Paralegals</p> <p>NALP Level 3 Award in Employment Practice for Paralegals</p> <p>NALP Level 3 Award in Consumer Rights & Remedies for Paralegals</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£100.00</p> <p>£66.00</p> <p>£39.00</p> <p>£205.00</p>
<p>NALP Level 3 Award in Paralegal Practice WITHDRAWN 01/08/2024</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£90.00</p> <p>£66.00</p> <p>£64.00</p> <p>£220.00</p>
<p>NALP Level 3 Certificate in Paralegal Practice WITHDRAWN 01/08/2024</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£135.00</p> <p>£66.00</p> <p>£74.00</p> <p>£275.00</p>
<p>NALP Level 3 Diploma in Paralegal Practice WITHDRAWN 01/08/2024</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£180.00</p> <p>£66.00</p> <p>£84.00</p> <p>£330.00</p>
<p>NALP Level 4 Diploma in Paralegal Studies BEING WITHDRAWN 01/04/2025</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£240.00</p> <p>£66.00</p> <p>£174.00</p> <p>£480.00</p>
<p>NALP Level 7 Diploma in Paralegal Practice</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£290.00</p> <p>£121.00</p> <p>£189.00</p> <p>£600.00</p>

STANDARD QUALIFICATION FEES FOR NEW QUALIFICATIONS	
<p>New Qualifications are being launched in 2024, the fees for which include:</p> <ul style="list-style-type: none"> • Learner Registration • Provision of Multiple Choice Question Assessment, delivered via Proctored Service (supplied by Victvs Ltd - https://www.victvs.co.uk/) • Provision of Assignment papers (for each unit) • Marking of Assignment papers • 1 x Re-sit (per assessment method, per unit) • Issuing Results • Issuing Certificates (E-certificate or hard copy to a single authorised address belonging to the Centre) 	
<p>NALP Level 3 Certificate for Paralegal Technicians</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£200.00</p> <p>£66.00</p> <p>£109.00</p> <p>£375.00</p>
<p>NALP Level 4 Certificate for Associate Paralegals</p> <p>Standard Qualification Fee</p> <p>Associated Learner Fee</p> <p>Package Fee</p> <p>Total Fee for qualification per learner</p>	<p>£260.00</p> <p>£66.00</p> <p>£199.00</p> <p>£525.00</p>
STANDARD QUALIFICATION FEES FOR END POINT ASSESSMENTS	
<p>The Standard qualification fee for the NALP Level 3 Paralegal End Point Assessment (for the Level 3 Paralegal Apprenticeship Standard ST0245 Version 1.3) includes:</p> <p>Enrolment</p> <p><u>Assessment 1</u> – Professional Discussion (underpinned by Portfolio of evidence)</p> <p><u>Assessment 2</u> – Project Report and Presentation with question-and-answer session</p> <p>Results (including upload to the ESFA for Certification)</p> <p>Total Fee per End Point Assessment per Learner:</p>	<p>£1,500.00</p>
Associated Learner Fees	
<p>NALP Membership Fee</p> <p>Affiliate Membership Fee (minimum for Level 3 and Level 4 Qualifications)</p> <p>Graduate Membership Fee (minimum for Level 7 qualifications)</p>	<p>£66.00</p> <p>£121.00</p>

<p>Re-sit Fee</p> <p>2nd Attempt at any single assessment (MCQ or Assignment) Free</p> <p>3rd Attempt at any single assignment (MCQ or Assignment) £25.00</p> <p>Referrals (up to 3 attempts in total, e.g. original plus 2 x referrals)* Free</p> <p><i>*Only applies to Level 3 Award, Certificate & Diploma in Paralegal Practice</i></p>	
<p>Appeals and Marking Reviews</p> <p>Stage 1 - Informal Review Free</p> <p>Stage 2 – formal appeal Free</p> <p>Stage 3 – Independent Review – Fee refundable if Appeal upheld £60.00</p>	
Package Fees	
<p>Workbooks</p> <p>NALP Level 3 Award in a single subject £39.00</p> <p>NALP Level 3 Award in Paralegal Practice £64.00</p> <p>NALP Level 3 Certificate in Paralegal Practice £74.00</p> <p>NALP Level 3 Certificate for Paralegal Technicians £109.00</p> <p>NALP Level 3 Diploma in Paralegal Practice £84.00</p> <p>NALP Level 4 Diploma in Paralegal Studies £174.00</p> <p>NALP Level 7 Diploma in Paralegal Practice £189.00</p> <p>NOTE: the above workbooks are not available to purchase except when being purchased as part of a full qualification package. The fees for the workbooks do not include any assignments or examinations.</p>	
Single Unit Fees	
<p>The following fees include:</p> <ul style="list-style-type: none"> • Learner Registration • Provision of Assignment papers (for the individual unit being taken) • Marking of Assignment papers • 1 x Re-sit • Issuing Results via Email <p>NOTE: Successful completion of a single unit is not a recognised qualification</p>	
NALP Level 4 Diploma in Paralegal Studies	£150.00
NALP Level 7 Diploma in Paralegal Practice	£180.00