

FEES (1st March 2023)

Mandatory Centre Fees	
Centre Application Fee (UK)	£440.00
Centre Application Fee (International) Includes: <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>	£990.00
Annual Reapproval Fee (UK Centres)	£440.00
Annual Reapproval Fee (International) Includes: <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. 	£990.00
Administration 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.	£16.50 Per hour
Postage and Packing	

Office 1, First Floor Offices, Dragon Bridge House, 253-259 Whitehall Road, Leeds LS12 6ER
info@nationalparalegals.co.uk
 020 7112 8034

Standard Certificate issue to single authorised address via Royal Mail Recorded Delivery (UK)	Free
Standard Certificate issue via Royal Mail (Tracked) (International) – charged as per Royal Mail tariff	POA
External Quality Assurance (Standard Visits)	Free
External Quality Assurance (Investigation and Sanction) 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.	£385.00 per day
Certificates Qualification Certificate – first issue Unit Certificate – first issue Replacement Certificate (due to first being lost, destroyed or stolen) Amended Certificate (due to Centre’s error during learner registration)	Free Free £27.50 £27.50
Standard Qualification Fees	
The following fees include: <ul style="list-style-type: none"> • Learner Registration • Provision of Assignment papers (for each unit) • Marking of Assignment papers • 1 x Re-sit or Referral • Issuing Results • Issuing Certificates (to a single authorised address) 	
NALP Level 3 Award in Paralegal Practice Standard Qualification Fee Associated Learner Fee Package Fee Total Fee for qualification per learner	 £95.00 £60.00 £65.00 £220.00
NALP Level 3 Certificate in Paralegal Practice	

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Standard Qualification Fee	£140.00
Associated Learner Fee	£60.00
Package Fee	£75.00
Total Fee for qualification per learner	£275.00
NALP Level 3 Diploma in Paralegal Practice	
Standard Qualification Fee	£185.00
Associated Learner Fee	£60.00
Package Fee	£85.00
Total Fee for qualification per learner	£330.00
NALP Level 4 Diploma in Paralegal Studies	
Standard Qualification Fee	£220.00
Associated Learner Fee	£60.00
Package Fee	£160.00
Total Fee for qualification per learner	£440.00
NALP Level 7 Diploma in Paralegal Practice	
Standard Qualification Fee	£265.00
Associated Learner Fee	£110.00
Package Fee	£175.00
Total Fee for qualification per learner	£550.00
Associated Learner Fees	
NALP Membership Fee	
Affiliate Membership Fee (minimum for Level 3 and Level 4 Qualifications)	£60.00
Graduate Membership Fee (minimum for Level 7 qualifications)	£110.00
Re-sit Fee	
2 nd Attempt at any single assignment	Free
3 rd Attempt at any single assignment	£22.00
Referrals (up to 3 attempts)	Free
Appeals and Marking Reviews	
Stage 1 - Informal Review	Free

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Stage 2 – formal appeal	Free
Stage 3 – Independent Review – Fee refundable if Appeal upheld	£55.00
Package Fees	
Workbooks	
NALP Level 3 Award in Paralegal Practice	£65.00
NALP Level 3 Certificate in Paralegal Practice	£75.00
NALP Level 3 Diploma in Paralegal Practice	£85.00
NALP Level 4 Diploma in Paralegal Studies	£160.00
NALP Level 7 Diploma in Paralegal Practice	£175.00
<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 or Referral • Issuing Results via Email <p>NOTE: A learner</p>	
Workbooks	
NALP Level 3 Unit	£110.00
NALP Level 4 Diploma in Paralegal Studies	£137.50
NALP Level 7 Diploma in Paralegal Practice	£165.00