



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

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Invoicing Policy

Policy Compliance:

This policy complies with
Ofqual, Handbook- General Conditions of Recognition

F3 Invoicing



Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS_AO_OGCR_IP_01_2020

Title of the Policy: Invoicing Policy	Authorised by Responsible Officer	Created: Version 1 1 November 2023
Conditions of Recognition: General Conditions of Recognition		Current version: 3 Next Review Date: 1 April 2026

Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer and Director – Business Development-

[IIMT Studies Ltd] Company
number 11649333

Registered office address
[Havelock Hub
14 Havelock Place Harrow
London HA1
1LJ
Ph- +44-7466650066
Email- info@iimtsab.co.uk
Website- www.iimtsab.co.uk

Awarding body:

IIMT Studies Ltd- www.iimtsab.co.uk

Acronym used to represent IIMT Studies Ltd (IIMT Studies):
IIMTS AB

Regulating Body:

OFQUAL

Ofqual.gov.uk

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(A) Policy Code: IIMTS_AO_OGCR_IP_01_2020

(B) Policy Statement:

This invoicing policy aims to represent that IIMT Studies in all cases of issuing invoices:

- a) Process the registered learners'/service invoice(s) to centres in 10 working days
- b) Requires centres to pay the invoices upon receipt of every invoice issued
- c) Shows an inability to process the services upon non-receipt of payment against the issued invoice
- d) Requires centres to be disciplined in case of payment of invoices

(C) Objectives of Policy:

- a) Define the process of payments of invoices
- b) Explaining the process in case of non-payment of invoice/s

(D) Information of invoice(s):

- a) Invoice number
- b) Date of invoice
- c) Amount to be paid
- d) Payment per registered Learner
- e) Terms of payment
- f) Invoice due date
- g) Centre name and reference
- h) The qualification code and the description
- i) Total price per qualification to be paid
- j) Prices of other services
- k) Tax to be paid
- l) Other charges (if applicable)

(E) Accepted payment methods:

- Wire transfer/ Bank Transfer / Online transfer through an online bank

Please speak with us at info@iimtsab.co.uk in case of any matter related to invoices.

(F) Payment terms:

- Immediately upon receipt of the invoice

(G) Non-payment of invoice:

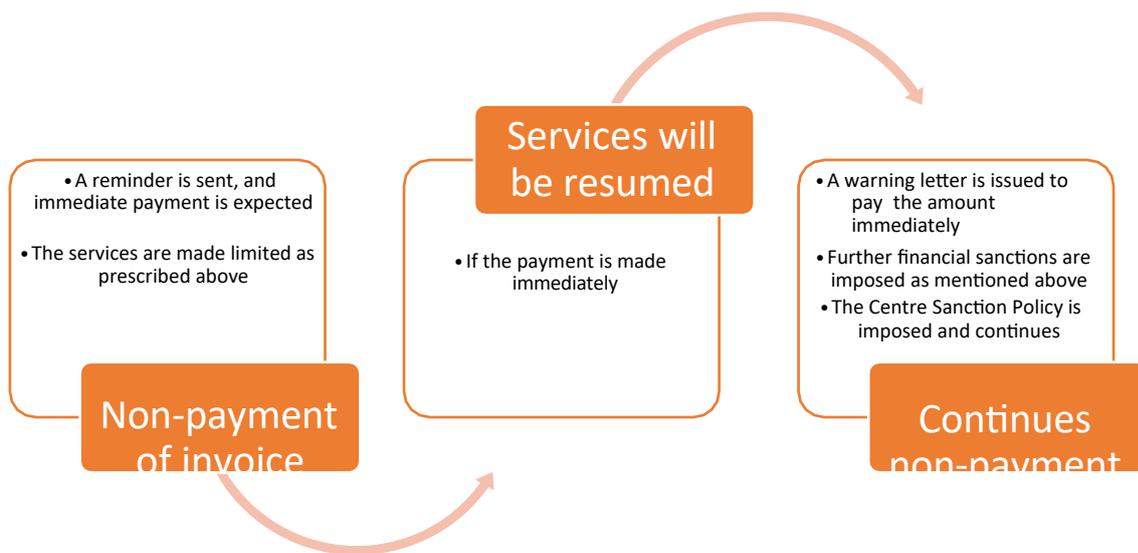
If the invoices are unpaid:

- a) A reminder will be sent to the Centre to pay the invoice immediately
- b) If the invoice is still unpaid after the reminder, services from the Awarding Body will be limited to that Centre until the invoice is cleared
- c) Further registration of new learners may be refused (Sanctions are imposed)

d) Certificate of learners may be suspended (Sanctions are imposed)

In such cases, further Financial Sanctions will be imposed on the Centre if the above non-compliance continues, where the Awarding Body may include additional cost incurred by the Awarding Body as to recovery of unpaid invoice(s).

In case the non-payment is continued the Centre Sanction policy will be imposed after sending a letter of warning to the Centre within 60 days from the date of the invoice. The process below will be followed.



Continuous non-payment:

Continued non-payment of the invoice is a serious breach of the Centre Agreement and will attract Sanctions as mentioned in the Centre Sanctions Policy. The financial sanctions stated above, along with the Centre Sanctions policy, may be imposed in such a serious breach. The Centre will be allowed to clear all dues within 15 days from the date of the warning letter.

Invoices are applicable to:

- All services rendered to the Centre from IIMT Studies
- Registration of learners for a qualification/qualifications
- Replacement certificate
- Additional qualification approval once the Centre is approved
- Endorsement of Customised Awards/Centre-devised learning programmes
- Additional on-demand training for the Centre
- Bespoke and product development

(H) Refunds:

Instances where centres can expect a refund:

- a) Registration of a learner for an incorrect qualification
- b) Duplication of registration
- c) Registration error

Time duration to notify the error:

- a) 10 days from the date of registration
- b) In case the time exceeds 10 days, the Centre may request the replacement of the learner registration with other learners within 30 days from the date of registration.

Refund amount:

- a) Full payment in the next 10 days from the date of approval from IIMT Studies

In case of other cases:

Where a learner or a centre cancels the registration or any request for services required:

Learner Registration

- a) 12 days after the registration date (Submission to IIMT Studies): 30% refund
- b) 15 days after the registration date (Submission to IIMT Studies): 0 refund

Services for the Centre

- a) 05 days after the payment is made: 30% refund
- b) 06 days after the payment is made: 0 refund

Frequent cases of refund may impose the sanction on the Centre, considering non-discipline and malpractice in the Centre's operations.

In order to receive the refund, the Centre must issue a letter requesting a refund with specific information in it.

- Reason of refund
- How does it comply with the invoicing policy while claiming the refund
- Account information for the credit of payment (must be the same account from which the amount was transferred into the IIMT Studies bank account)
- Invoice to claim the refund
- The request for removing the specific learner/service with its detailed information.

In the case of a partial/full refund, the services and/or learner registration will be cancelled.

(I) Policy timelines:

Sr No	Situations/Reasons	Effects	Timeframe
1	IIMT Studies will process the registered learners'/Centre service invoice(s) to centres in 10 working days	Centres are required to pay the invoices	Immediate
2	Warning letter in case of continuous non-payment	The Centre will be allowed to clear all dues	Within 15 days from the date the warning letter is issued
3	Refund request: Notification of error in the Learner's registration	A full refund is made to the Centre if the request is made following the above-specified process	Notify the error within 10 days from the date of registration If the request is approved, the refund will be made within 10 days from the date of approval from IIMT Studies
4	Refund requests in the case of: A. Learner registrations B. Other services requested by the Centre	30% refund is made only if the request is made within the specified time frame	A. 05 days from the date of registration of the Learner B. 05 days from the date of payment for service(s)



IIMTS
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Address __

IIMT Studies LTD
Havelock Hub
14 Havelock Place
Harrow
HA1 1LJ
United Kingdom

Call us on __

+44 7466650066

Email us on __

info@iimtsab.co.uk

www.iimtsab.co.uk