

Services and Fees 2010

Level of services	Gold	Silver	Bronze
Start-up fee	£3000.00	£2000.00	£1250.00
Annual fee	£3130.00	£2100.00	£1200.00
Upgrade fee	£1000 from Silver £1750 from Bronze	£750 from Bronze	-

Services	✓ included	✗ not included		Description of services
The QE brand	✓	✓	✓	The right to use QE brand and the QE logo in all the School's marketing activities
QE website entry	full	full	one page	Presentation of your school and its courses on the QE website
QE website enhanced features	✓	✗	✗	Enhanced listing and from April 2010: eBrochure, translated text, and other priority promotions
Enquiries	✓	✓	✓	Enquiries forwarded from both the QE website and the QE office
The 'QE Agent' list	✓	✓	✓	The management and development of the network of 'QE Agents'
QE Database of agents	✓	✓	£450	The management of the general agents' database by QE
QE Outbound missions	2 included	fee payable	✗	Two missions included for Gold Schools; see reverse side for details and fees
QE Lunch	✓	✓	✗	QE annual lunch in Berlin
QE Marketing materials	✓	✓	✓	QE branded brochures, posters, and other promotional items supplied to the Schools
Joint advertising	£400.00	£400.00	£400.00	A series of seven half-page advertisements in the Language Travel Magazine, with each QE School listed (fee for the series)
Special projects	✓	✗	✗	Further opportunities on a paid for basis may be available to Gold Schools

Commission

10% of the tuition fee -
on bookings generated by QE (with reference to the Licensing agreement paragraph 5)

Consultancy per day

£350 (plus expenses) -
A day's QE consultancy for schools wishing to benefit from QE's accumulated knowledge and expertise and written report

Quality Control visit

£275 (plus expenses) -
This is the fee for the compulsory 3 yearly Quality Control visit and written report (a 4 hour visit)

Summer centres

Fees on application

Mission schedule	Santiago	Buenos Aires	Istanbul	Almaty	Europe 1	Europe 2	Europe 3	Europe 4
Date	23rd March	25th March	28th September	30th September	November (after ICEF Berlin, dates to be announced)			
Gold Schools	£650	£650	one centre £0, the second centre £650		£0.00	£600.00	£500.00	£400.00
Silver Schools	£775.00	£775.00	£775.00	£775.00	£775.00	£725.00	£675.00	£625.00
Second delegate with own table and appointments	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
Second delegate with no appointments	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00

Included in the fees

One full day of meetings for one delegate with agents invited by QE
 Online appointment scheduling with 'Marcom eSchedule Lite'
 Lunch and refreshments on the day of workshop
 One evening dinner in a local restaurant (except for European missions)
 Hotel accommodation reservations made by QE with a group discount (school delegates pay for their own rooms on check-out)
 Final report

**Gold QE Schools
Priority registration**

Dates for early Priority registration will be announced for every mission. During this initial period only QE Gold schools can register. QE reserves the right to close registrations before the advertised deadline in order to manage a successful balance of schools and agents.

**Upgrade to
Gold or Silver**

Upgrades to Gold or Silver that are made in order to qualify for lower mission fees and other benefits must take place no later than 3 months before the relevant mission takes place.

Mission sponsorship

From £200 per mission on the Marcom eSchedule Lite website, logo and links to your website from every page.

Banners

No banners are permitted in the conference room.

**Penalty for late
registration**

There will be a fee of £50 for registrations received after the deadline. There is also no guarantee that they can be accepted.

Fees are due

30 days before the event

**Changes to your
booking**

Changes to your room reservation made less than 30 days before the event cannot be guaranteed. Room cancellations are subject to each hotel's cancellation policy.

Interest on all overdue payments

Fee invoices are due for payment on presentation. In the event of any fee invoices remaining unpaid for over a month we reserve the right to change interest at a rate not exceeding the Bank of England base rate plus 8% in accordance with the Late Payment of Commercial Debts (interest) Act 1988 until the invoice is paid. Any decision to charge interest will be notified in writing.

VAT (UK)

17.5% VAT will be added to all fees charged to UK schools.