



The Institute of The Motor Industry

Pricing & Invoicing Policy

Date policy change approved by the Board of Directors	Change occurrence	Date last reviewed	Date for next review	File stored
April 2024	<p>V6</p> <ol style="list-style-type: none"> 1. Removed details about IMI Quality Assured Programmes. 2. Added details about the IMI Accredited Learning Programmes. 3. Added information about the use of IMI Connect. 4. Various minor changes to the web links, wording, and throughout the document. <p>Effective Date: 01 April 2024 Doc. Owner: layout</p>	1/4/25	April 2026	Doc Register
May 26	<p>V7</p> <ol style="list-style-type: none"> 1. Remove details about IMI Quality Assured Programmes, discontinuation of QAP, removal of discounted products and services sentence. 	1/6/26	April 27	Doc Register

Pricing and Invoicing Policy

Introduction

IMI charges fall into five main categories:

- annual centre fees (to achieve and maintain approved centre status),
- candidate fees (registration and certification fees for IMI qualifications & IMI accredited products),
- apprenticeship standards (end point assessment services),
- eLearning MOT annual training and assessment and;
- membership fees.

All prices for existing products and services are determined prior to the academic year and are published as fixed fees for the year on the relevant product or service pages on the IMI website.

The prices of any new products and/or services developed during the academic year will be agreed at the appropriate time and published accordingly.

All invoices for IMI products and services are issued in a timely manner and will include IMI details, customer details, IMI payment terms and payment details as well as information on the candidate or centres fees being charged (see below), and comply with the current UK tax regime. Invoices will be retained electronically for a minimum period of 6 years.

Centre Fees and Invoices (UK & International)

IMI charge prospective centres a non-refundable initial application fee which is payable upon an application. Fees and charges associated with being an IMI approved centre are published as fixed fees for the year on the IMI website - [Fees and Charges page](#).

Centres must also pay an annual fee upon approval and each year thereafter. Centres approved to offer Accreditations / MOT qualifications / Apprenticeship Standards / Functional Skills / IRTEC are charged an additional application and annual fee. There are no additional fees for centre re-approval.

A charge will be made to centres for IMI personnel to review and set up IMI Accredited Learning Programmes. After the programme has expired, an additional charge will be made for IMI personnel to review amendments to the existing programme. Centres seeking approval for a Centre Devised Assessment will be charged a fee for each application submitted. If any changes are made to a Centre Devised Assessment that require re-approval, then a subsequent fee will be charged. Centres that have separate delivery sites (known as satellite centres) are also charged an additional annual fee for each centre listed on centres hub.

The IMI has a 'minimum spend' requirement of £2,500 per year this figure represents the minimum annual investment required to maintain approved centre status and reflects the costs to IMI of providing Key Account Management (KAM) and External Quality Assurance (EQA) visits. When a centre's annual fee is due, the amount the centre has spent with the IMI during the previous year will be calculated. Should this amount fall below £2,500, the centre will be invoiced the difference between their actual spend and the £2,500 threshold along with their annual fee for the forthcoming year.

Fees will also be charged for cancelled or additional external quality assurer monitoring visits as defined in the [IMI Operating Manual for Approved Centres](#).

Invoices are issued with the acknowledgement to the application(s), normally within 5 working days from receipt of the application(s). Each invoice specifies clearly the nature of the fees being charged.

Invoices for annual fees will be issued in the month prior to the fee being due and will include details of the period covered and product/service being charged for.

Candidate Qualification Fees and Invoices (UK & International)

Charges for candidate registration and certification are published in IMI Connect and remain constant for the stated period. Within IMI Connect, centres will only be able to view IMI products they are approved to deliver. All qualifications are available separately from any other IMI products and services determined at the time of purchase. To further review IMI products, Centres will be required to contact their allocated Regional Business Development Manager.

Invoices for qualifications registrations are issued one week in arrears unless agreements are in place with specific customers to receive monthly invoices. Invoices for qualifications contain details of the qualifications and number of candidates. They are accompanied by a digital report which shows full candidate registration details, including full name against each qualification registered and/or certificate issued.

Accreditation Fees and Invoicing

Accreditation fees comprise charges for candidates' registration and certification. These fees are published in IMI Connect and remain constant for the financial year. Invoices for accreditations are issued within five working days of a candidate's registration or certificate request, unless agreements are in place with specific customers to receive monthly invoices. Invoices for accreditations contain details of the accreditations and number of candidates they are accompanied by a digital report which shows full candidate registration details including full name, against each accreditation registered and/or certificate issued.

Apprenticeship Standards Fees and Invoices

Apprenticeship standard fees comprise charges for candidates' registration and End Point Assessment services. These fees are published on the [IMI website](#). Prices will vary dependent on the assessment plan and may need to be amended if a substantial change to an assessment plan is made. This is also covered in the apprenticeship standard contract. Invoices for Apprenticeship Standards contain details of the package and the number of candidates. They are accompanied by a digital report which shows full candidate details against each package registered.

E-learning MOT Annual Training & Assessment

eLearning services are available for the MOT annual training and assessment by which codes are purchased so that the UK's authorised MOT testers can gain access to our eLearning platform to undertake an online test. eLearning fees are posted in IMI Connect. eLearning can be purchased either upfront, pay as you go or click and pay.

Membership Fees

Members are charged an annual fee depending upon the type of membership they hold. Membership fees are reviewed and updated annually on 1st April and published on the [IMI website](#). In the first year, the fee is apportioned depending upon when the member joins the IMI. Individual members who pay their own fees are sent a reminder a month before their expiry date and they can either pay online or contact the IMI Membership Department to pay over the telephone. If they have paid via the Membership Department or online, they are automatically sent a receipt. Employers who pay the IMI membership on behalf of their employees receive an invoice and pay it on their member's behalf.

Terms and Conditions

The IMI standard payment terms are 30 days from an invoice date unless there is other contractual arrangement in place that supersedes standard payment terms. Failure to comply with all IMI terms and conditions may result in delays in registrations and certificate claims being processed.

Overdue invoices over 30 days will result in contact by the IMI and agreement of a payment date. Failure to meet an agreed deadline will result in activity being suspended, application of sanctions preventing further IMI products and service being purchased.

Invoice Dispute Resolution

If an approved centre disputes an invoice, it should notify IMI in writing within 5 working days of receipt, setting out the nature of the dispute. IMI will acknowledge the dispute within 3 working days and aim to resolve it within 5 working days. Payment of undisputed amounts remains due within the standard 30-day payment terms during any dispute period. Where a dispute cannot be resolved by agreement, the parties will seek to resolve the matter in accordance with [IMI's complaints procedure](#).

Pricing Governance

Annual pricing for all IMI products and services is reviewed and approved by SLT prior to the start of each academic year (1 August). Pricing changes are communicated to approved centres no less than 4 weeks before the new pricing takes effect. The fees and charges document, published on the IMI website, constitutes the authoritative pricing schedule and is incorporated by reference into all centre agreements. The Pricing and Invoicing Policy will be updated to reference any significant changes to the pricing framework.

Finance System Note

IMI is currently undertaking a Finance System Transformation from Sage 200 to Microsoft Business Central. Following go-live, this policy will be reviewed and updated to reflect any changes to invoicing processes, systems, or reporting. Centres will be notified of any material changes to invoicing processes in advance.

Document Review

This policy will be reviewed annually, with the next scheduled review due April 2027. The document owner is responsible for ensuring the policy remains accurate, up to date, and aligned with the IMI's current fee schedule, regulatory requirements, and operational systems.