

## **Pricing, fees and invoicing policy**

### **Pricing and fees**

NCTJ Training Limited is a wholly owned subsidiary of the National Council for the Training of Journalists and has covenanted any profit the company makes to the charity on an annual basis. On a consolidated basis the charity seeks to cover its costs and any surplus accrued annually added to its general reserves to sustain a level in line with its reserves policy.

Prices and charges are reviewed annually by the board of directors in line with its annual budget review. The financial year runs from 1<sup>st</sup> July to 30<sup>th</sup> June, although price increases are normally implemented from the 1<sup>st</sup> September in line with the start of the academic calendar. Consideration to any increase is made in the light of inflation and changes in the cost of delivering NCTJ qualifications, with review through our finance department and recommendation by the chief executive.

Our fees cover a wide range of products and services and pricing for these are available in printed form upon request (see separate fees list) and will be clearly published on our website where applicable. Information relating to refunds is explained in our terms and conditions of sale, published on our website.

### **Invoicing**

This policy forms part of our financial procedures and invoices will be issued for all of our fee income unless otherwise agreed by the head of finance.

Suppliers that operate a purchase order system must provide a purchase order number at the point of sale or when submitting an application form; it is the responsibility of the person making the purchase or application to comply with their business's financial regulations.

Invoices should be paid in full in line with any agreed payment terms. Our standard payment terms are 30 days from the date of the invoice and are applicable to all suppliers unless alternative payment terms have been agreed with the head of finance. Alternative payment terms will only be agreed in exceptional circumstances.

In the event of a dispute over an invoice the supplier must contact the person or department that has issued the invoice within 20 days of the date of the invoice, if a refund is due then a credit note must be issued.

Payment of invoices can be made by BACs or cheque. Payments by BACs, is the company's preferred method and should be made with the issue of a remittance advice sent by post or by email to [accounts@nctj.com](mailto:accounts@nctj.com). Payments by personal customers may be made online with the agreement of the head of finance. Payments should not be made in cash; the NCTJ will not take any responsibility if payments made in cash are not received.

If invoices are not paid within the agreed terms then NCTJ Training Ltd reserves the right to add interest and any subsequent debt recovery costs onto late payments as set out under the Late Payment of Commercial Debts (Interest) Act 1998.