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Invoicing

SFEDI Awards operates an invoicing policy for the payment of centre approval, registration and any miscellaneous fees.

All of our fees and prices are documented in the SFEDI Awards Fees and Prices document on the SFEDI Awards website and also on request to our Customer Service Team.

All registration invoices are downloadable from the SFEDI Awards Registr8 system; hard copies of invoices are available on request to finance@sfediawards.com.

If you require an internal Purchase Order number, please ensure you have the necessary systems in place so as not to delay payment of outstanding invoices. Please enter the corresponding PO on the record of each learner registered to ensure it appears on the invoice.

Types of Fees

On the approval of an organisation as a member of the SFEDI Awards centre network, payment must be received within 30 days. If payment has not been received, this may result in SFEDI Awards withdrawing approval and the organisation being required to re-apply to become a centre.

Please note that if your organisation takes the option to split the centre approval fees over a 3 year period then, regardless of either your decision or that of SFEDI Awards or any other party to terminate the approved status within this time frame, the balance will remain payable with immediate effect.

Registration fees are invoiced on an ongoing basis covering the activity completed since the previous invoice was issued and are none refundable based on registrations received.

Miscellaneous fees are invoiced prior to activity being completed and monies are to be paid before the activity commences.

Invoicing Periods

SFEDI Awards operates under 30 day payment terms. If payment is not received within the 30 day payment period the following actions are taken:

Payment within 30 day period	No action taken
Payment not received within 30 day period	Reminder letter sent
Payment not received within 45 day period	Reminder letter sent and suspension of both ability to register learners and Direct Claims Status
Payment not received within 60 day period	Suspension of centre approval status. Any further activity will require the organisation to re-apply as a SFEDI Awards centre incurring centre approval costs

Please note that if payment has not been received within the 60 day period, SFEDI Awards reserves the right to take appropriate action to recover any amounts outstanding.

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