



FLC accredits program(s) offered by language centers (including corporate training companies). We define “center” as a single site with a local team of management and administrative staff. “1<sup>st</sup> center” is the first branch that applies for FLC Accreditation. Other branches are defined as “subsequent centers”. In each center, there can be multiple programs. “Program” is defined as a provision of ELT that has specific learning objectives, is designed for certain target learners, and has a particular delivery format. Examples of programs include: English for young learners, business English, IELTS/TOFEL courses and so forth. The provider can apply for accreditation for one or more programs within a center, but the investment will still be on a center basis.

### An Overview of Investment<sup>1</sup>

Number of students enrolled in the center in the last 12 months	Initial Assessment		Site Inspection (2 inspectors)	Award of Accreditation (per annum)		Countries with a gross national income below US\$15,000 per capita
	1 <sup>st</sup> center	Subsequent centers		1 <sup>st</sup> center	Subsequent centers	
<200	\$350	\$200	\$500	\$500	\$200	20% off
201 - 500				\$800	\$320	
501 - 1000				\$1,000	\$400	
1001 - 1500				\$1,200	\$480	
>1501				\$1,500	\$600	

### Investment Structure

The investment for FLC Accreditation consists of four parts:

1. Initial assessment
2. Site inspection
3. Inspectors’ travelling
4. Award of accreditation

The investment for FLC Accreditation varies according to the size of the program/center and includes five categories:

1. 200 students or less
2. 201 to 500 students
3. 501 to 1000 students
4. 1001 to 1500 students
5. 1501 students or above

Subsequent centers that belong to the same organization applying for accreditation receive a reduced rate for application and accreditation fees.

20% discount is available for countries with a gross national income below US\$15,000 per capita<sup>2</sup>. The discount is not applicable to inspectors’ travelling costs.

<sup>1</sup> Excluding inspectors’ travelling costs. All costs are in US Dollars.

<sup>2</sup> Check eligibility by visiting: [data.worldbank.org/indicator/NY.GNP.PCAP.CD](http://data.worldbank.org/indicator/NY.GNP.PCAP.CD)

## Explanation of the Four Parts of Investment

### 1. Initial Assessment

When the provider submits the application for FLC Accreditation, there is an initial assessment fee of \$350. This is a fixed fee regardless of the size of the center. This fee is non-refundable. The application fee for subsequent centers is \$200.

20% discount of the initial assessment fee applies to the countries with a gross national income below \$15,000 per capita.

### 2. Site Inspection

Site inspection is charged at a daily rate of \$500. The inspection is normally carried out by two inspectors. The length of the inspection is determined by the size of the center. For a center of 500 students or below, the inspection will typically last one day. For a center of 501 to 1000 students, the inspection will last a day and half to two days. For a center of 1001 to 1500 students, the inspection will normally last two to three days. For a center of 1501 students or above, the inspection will usually last three to four days.

The daily rate of site inspection is the same for all centers. The exact days required for inspection will be proposed to the provider after receiving the completed application forms.

20% discount of the total inspection costs applies to the countries with a gross national income below \$15,000 per capita.

### 3. Inspectors' Travelling

The expenses of inspectors' travelling to the site will be paid by the provider. Expenses include two inspectors' flights, accommodation, meals and local transportation. An estimated amount for travelling expenses will be proposed to the provider upon receiving the completed application forms.

To keep the travelling costs low, FLC will try to arrange the site inspection for multiple centers (in the same city or country) in one visit.

Country discount does not apply to inspectors' travelling expenses.

### 4. Award of Accreditation

Upon the award of the accreditation, the provider will pay an annual accreditation fee. For a center of 200 students or below, the fee is \$500 per annum. For a center of 201 to 500 students, the fee is \$800. For a center of 501 to 1000 students, the fee is \$1,000. For a center of 1001 to 1500 students, the fee is \$1,200. For a center of 1501 students and above, the fee is \$1,500 annually. Subsequent centers receive a reduced rate of \$200, \$320, \$400, \$480, and \$600 respectively.

20% discount of the award of accreditation applies to the countries with a gross national income below \$15,000 per capita.

FLC reserves the right to modify the accreditation fee schedule.

## Examples of Investment

### Example 1

A single site language center in Manila enrolled 180 students in the last year. In a three-year accreditation cycle, it will invest (excluding inspectors' travelling costs):

- 1<sup>st</sup> year:  $(\$350 + \$500 + \$500) \times 80\% = \$1,080$
- 2<sup>nd</sup> year:  $\$500 \times 80\% = \$400$
- 3<sup>rd</sup> year:  $\$500 \times 80\% = \$400$

Total investment is \$1,880. Assuming the number of enrolment stays the same (although we are confident that it will increase after FLC Accreditation), we can see that the investment will just be over \$10 per student for the three year accreditation cycle.

### Example 2

A language center in Hong Kong has three branches that enrolled 800, 450, 400 students respectively in the last year. The language center wants to get all the branches accredited. In a three-year accreditation cycle, it will invest (excluding inspectors' travelling costs):

- 1<sup>st</sup> center
  - 1<sup>st</sup> year:  $\$350 + \$1,000 + \$1,000 = \$2,350$
  - 2<sup>nd</sup> year: \$1,000
  - 3<sup>rd</sup> year: \$1,000
- 2<sup>nd</sup> center
  - 1<sup>st</sup> year:  $\$200 + \$500 + \$320 = \$1,020$
  - 2<sup>nd</sup> year: \$320
  - 3<sup>rd</sup> year: \$320
- 3<sup>rd</sup> center
  - 1<sup>st</sup> year:  $\$200 + \$500 + \$320 = \$1,020$
  - 2<sup>nd</sup> year: \$320
  - 3<sup>rd</sup> year: \$320

Total investment for three centers in three years is \$7,670. Assuming the number of enrolment stays the same, that is 1,650, the investment will be below \$5 per student for three centers across the three years.

## Payment Stages

There are three stages of payment for the first year:

1. Payment for initial assessment: FLC will send the invoice of initial assessment after receiving the basic information of application from the provider. The invoice will be sent together with the proposal of total investment, agreement, and initial assessment form.
2. Payment for site inspection and inspectors' travelling costs: If the provider proceeds to site inspection after the initial assessment, the invoice of site inspection and inspectors' travelling costs will be sent to the provider.
3. Payment for award of accreditation: If the provider is granted accreditation after site inspection, the invoice of award of accreditation will be sent to the provider.

For the second and third year, the invoice of renewal of accreditation will be sent to the provider one month before the accreditation expires, together with the annual return form.

The provider is expected to settle the payment within ten calendar days after receiving the invoices.

For the fourth year when site inspection is required, FLC will contact the provider three months in advance to discuss the inspection plan.