

Fee Structure

- i. The fee covers the honoraria for the Review Panel, the Review Manager fee, and the services of the INQAAHE Secretariat;
- ii. The fee excludes any expenses that the Review Panel might incur for travel and subsistence expenses, if applicable. The applicant should budget for these expenses separately.

Full ISG Review

- iii. The overall fee for a full ISG Review is distributed as per the following rates:

FUNCTION	INQAAHE Members	Non- INQAAHE Members
<i>Panel Chair</i>	USD 2,500	USD 2,500
<i>Panel Secretary</i>	USD 2,500	USD 2,500
<i>Panel Expert</i>	USD 2,000	USD 2,000
<i>Review Manager</i>	USD 1,000	USD 1,000
<i>INQAAHE Secretariat</i>	USD 8,000	USD 10,500
TOTAL	USD 16,000	USD 18,500

- iv. The fee should be paid before the visit as a whole; however, a request may be made to pay the fee in two (2) instalments - 50% before the visit and 50% upon receipt of the review report.
- v. If the application is withdrawn before the completion of the review process, **the refund policy** is as follows:
 - Withdrawal before the desk-based review – 30% will be refunded
 - Withdrawal after the desk-based review – 15% of refund
 - Withdrawal after the visit – no refund

Recognition of Prior Review

- vi. In cases of Recognition of Prior Review where automatic recognition is granted without any additional review activity, a non-refundable administrative fee of **USD 1,500 for members** and **USD 3,500 for non-members** will apply.
- vii. Where automatic recognition does not cover all ISG standards and a focused additional review is required, a non-refundable administrative fee of USD 1,500

for members and USD 3,500 for non-members will apply, in addition to fees covering the costs of desk-based analysis, reporting, and, where necessary, review visit meetings. The amount of the additional fee will depend on the scope of the supplementary review, determined by the number of ISG standards not covered by the prior review. Fees are typically calculated as follows:

- **USD 400 (members) / USD 525 (non-members)** per standard without review visit meetings
- **USD 600 (members) / USD 750 (non-members)** per standard when review visit meetings are required

viii. When a quality assurance agency requests an ISG Review as part of a Joint Review with a regional network, the applicable fee structure will be defined in the trilateral agreement. The standard rates in **Table 1** will serve as the baseline for calculating fees.