



THE ACCREDITATION BODY  
FOR LANGUAGE SERVICES

## Accreditation of Student Accommodation

All new applicants should refer to the ABLS Inspection Handbook and then in the first instance email:

*admin@ablsaccreditation.co.uk*

providing website details and the name, telephone and correspondence address of the of the main contact person for the purposes of inspection.

ABLS will respond with a suggested day and time for an adviser to telephone to discuss the accreditation process.

An application form and further documentation (ACCNP1 and ACCNP1A) is then sent to the contact by email.

On receipt of the completed ACCNP1A and settlement of the application fee below, the form will be forwarded on to the inspectorate.

The Chief Inspector will determine the length of the inspection and the allocation of inspector/s.

It should be noted that the length of the inspection is dependent upon the size of the organisation and the scope of the accommodation offered. As a guideline a head office and accommodation venues in one city would be inspected over three days with a minimum of two/three inspectors

Once the date of the inspection has been finalised it is routine for an online video meeting (Zoom) with the Chief Inspector to take place at a mutually convenient time.

Application and Administration of Inspection

- £ 370.00 (inc Zoom meeting)

Inspection Fees (daily rate)

- Reporting inspector £ 695.00
- Second inspector £ 395.00

Following a successful report outcome

- The organisation signs a Declaration of Legal Compliance
- Settles Accreditation Fees which may be calculated pro-rata (the accreditation year starts in July and finishes at the end of June)
- The ABLS logo for Accommodation Providers is released to be used on all promotional material
- Accreditation is initially valid for one year. A second inspection is conducted the following year and the accredited institution is then entered on to a two yearly cycle

Annual Accreditation Fees

Head office and accommodation in one city

- £ 930.00 per annum

Head office and accommodation in two cities

- £1030.00

Head office and accommodation in three or more cities

- £1505.00

Review of fees

- Fees are reviewed on an annual basis and are payable from 1<sup>st</sup> July of each year.

# Terms and Conditions

## **Payment**

- Payment of an invoice for inspection fees must be received 28 days before the agreed inspection date or as directed by the ABLS administrator.
- The Reporting Inspector will contact the provider prior to the visit with an estimate of the inspector expenses that will be incurred. An invoice for these is raised after the inspection.
- Inspection and Accreditation Fees are non-refundable.
- If an invoice for Accreditation Fees remains unpaid, ABLS reserves the right to withdraw accreditation.
- If an inspection is cancelled as a result of the provider being either non-compliant with regard to pre-inspection materials or being no longer available on the agreed inspection date/s ABLS reserves the right to levy a charge of £ 150 per inspector.
- Once an inspection has been confirmed the provider is liable for all non-refundable expenses incurred by the inspectors.

## **Re-application to be inspected**

- If a provider *withdraws* from the inspection process and subsequently re-applies ABLS reserves the right to invoice for administration.

## **ABLS Registered Office**

The Accreditation Body for Language Services Ltd  
27 Wakehurst Close  
Norwich NR4 6JL

Company Registration number: 5824441