



TARIFF GUIDE (please use in conjunction with APPLICATION GUIDE)

The guide below indicates the tariffs charged by the Centre for the Evaluation of Educational Qualifications (CEEQ) as from 1 June 2005 and should be used by applicants to determine the relevant amount to be included together with their applications. Accepted methods of payment are outlined below.

All original evaluation results that are not collected from the SAQA offices will be posted per traceable mail service. Copies of evaluation results will be posted by ordinary mail. Postage fees as indicated below are in line with the fees charged by Postnet.

Tariffs may be adjusted from time to time. Any new tariffs will be available on this page.

1) Tariffs

| Product ↓ | Urgency → | Normal | Urgent | Priority |
|---|-----------|----------------|----------------|----------------|
| Certificate of Evaluation (First application) | | R360.00 | R540.00 | R720.00 |
| Certificate of Evaluation (Any re-evaluation not as a result of an oversight by the CEEQ) | | R210.00 | R390.00 | R570.00 |
| Certified Copy of Certificate (If requested with application) | | R12.00 | | |
| Certified Copy of Certificate (If requested afterwards) | | R24.00 | | |
| Certified Statement (Letter certifying certain specific information, if within the jurisdiction of SAQA) | | R210.00 | R390.00 | R570.00 |
| Duplicate Certificate (original) (Only issued once and only in case of loss or damage. Affidavit required.) | | R210.00 | | |
| Sub-total | | | | R |
| Postage: | | | | + |
| Original Certificate of Evaluation and enclosures (to applicant, traceable mail) – national | | | | R30.00 |
| Original Certificate of Evaluation and enclosures (to applicant, traceable mail) – international: Southern Africa | | | | R70.00 |
| Original Certificate of Evaluation and enclosures (to applicant, traceable mail) – international: rest of the world | | | | R80.00 |
| Copies of evaluation results to third parties (ordinary mail) – national per party | | | R2 x = | R |
| Copies of evaluation results to third parties (ordinary mail) – international per party: Southern Africa | | | R40 x = | R |
| Copies of evaluation results to third parties (ordinary mail) – international per party: rest of the world | | | R40 x = | R |
| Bank charges for payment made in foreign currency | | | | R102.00 |
| Total amount to accompany application | | | | R |

Please determine the product(s) required and transfer the relevant amounts to your application form.

2) Payment options

Payment can be made in one of the following ways:

2.1 Crossed postal orders in favour of SAQA (preferred option).

Postal orders must be included in the application.

2.2 A crossed, bank guaranteed cheque in favour of SAQA.

The cheque must be included in the application.

2.3 A cash deposit or electronic transfer in favour of SAQA, to Standard Bank Account no 010516433, Branch no 010045 (Pretoria); Swift code SBZA ZA JJ + account no.

The transaction record must be included in the application.

2.4 Invoicing: The applicant (a company or institution) must arrange for a pro forma invoice beforehand as follows:

- **send and e-mail** to ceeq@saqa.co.za
- **mention** the following:

Name of company / institution
Contact person
Address
Telephone and fax numbers
Service required and cost

Individuals will not be invoiced.

3) Refunds

SAQA reserves the right to retain a **handling fee** of R30.00 or a **cancellation fee** of R120.00 in all cases where moneys need to be refunded *not as a result of an oversight by the CEEQ*.

4) Cost of appeals

Appeals are usually considered without additional cost.

However, in exceptional cases the appeals process will include independent adjudication by academic and/or professional experts. Liability for costs incurred will be determined by the outcome of this process. Qualification holders will be expected at the start of the process to sign an undertaking of liability for costs should the outcome not be in their favour.