



BIC Accreditation Schemes Charges Policy for Applications from Non-Members

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Summary

BIC operates three book industry-recognised accreditation schemes as follows:

- I. BIC's Metadata Excellence Accreditation (MEA) Scheme
- II. BIC's Supply Chain Excellence Accreditation (SCEA) Scheme
- III. BIC's Technology Excellence in Libraries Accreditation (TEiLA) Scheme

All fully paid-up BIC Member organisations can apply to any of the above schemes for free. Applications should be received by the deadlines published on the BIC website.

All non-member organisations are required to pay a non-refundable fee to BIC before their accreditation application will be processed and reviewed by the respective BIC Accreditation Panel.

Non-member independent booksellers actively participating in and contributing to BIC projects (by prior arrangement between BIC and The Booksellers Association) are currently eligible to pay a discounted application fee.

1. Deadline for Payment of Non-Refundable Accreditation Application Fee

For each of its 3 accreditation schemes, BIC publishes the application deadlines on its website. Should payment of the application fee not be received, for whatever reason, in full into BIC's bank account on or before by the relevant scheme's application deadline the application will not be processed or reviewed. If full payment is received after the published application deadline, BIC will process and review the application in the following quarter.

2. Accreditation Application Fees are Non-Refundable without Exception

All accreditation fees are 100% non-refundable without exception and regardless of the outcome of the application since the processes, resources and time deployed by BIC remain the same for each application regardless of the result.

3. One Fee per Application Form

Each application form submitted must be accompanied by its own application fee. The accreditation application fee is for the submission of one application form only. The submission of multiple application forms even if from the same organisation and within the same quarter (application period) must be accompanied by the same number of application fees. So, for example, x3 application forms received from the same organisation even if within the same application period must be accompanied by a corresponding total of x3 times the application fee. This may be the case (for example) where an organisation operates more than one type of business under its collective umbrella e.g., where "Organisation X" is a distributor, a publisher and a service provider. Organisation X may wish to apply 3 times in order to be accredited under each type of category.

4. Payment of Accreditation Application Fee

i) First time applicants to the SCEA and TEiLA schemes:

Non-members can submit their application forms at any time, but they should be received by the deadlines published on the BIC website. However, BIC will not start to process non-member applications without first being in receipt of the full application fee payment. Non-

members wishing to be considered for an accreditation scheme that they have not previously been accredited under must remember to email info@bic.org.uk confirming the name of the accreditation scheme to which they wish to apply. BIC will then issue an invoice for the application fee which will need to be paid on or before the application deadline for that scheme. Should payment be received after the published deadline (for whatever reason), the application will not be processed or reviewed for that application period. Upon receipt of the full payment after the deadline published on the BIC website, BIC will process and review the application in the following quarter.

It is the applicant's sole responsibility to ensure that they are aware of the application deadline date for the scheme(s) to which they are applying. These dates are published on the BIC website.

Upon receipt of the email from the applicant confirming the name of the accreditation scheme to which they wish to apply, BIC will issue the invoice within ten working days.

Please note: It is the applicant's sole responsibility to ensure that they contact BIC in sufficient time ahead of the application deadline date to allow sufficient time for i) BIC to issue the invoice and ii) for their organisations to process and pay the invoice in time.

ii) First time applicants to the MEA scheme

Not everyone will automatically qualify for entry into the MEA scheme. Due to this, non-members applying to the MEA scheme for the first time should first ensure they have been able to successfully submit the MEA scheme's application form before requesting an invoice from BIC. This form can be found on the BIC website.

Any payments received by BIC for the MEA scheme whereby it subsequently transpires that the MEA scheme's application form cannot be submitted successfully are also non-refundable.

Please note: It is the applicant's sole responsibility to ensure that they first establish that they are eligible to apply to this scheme via the form on the BIC website.

Renewals

- i) Renewal applications to the SCEA and TEiLA schemes
Terms and conditions remain as per the above.
- ii) Renewal applications to the MEA scheme
There is no requirement for the submission of an application form for renewals. This is only a requirement for first-time applications.
BIC will write to all upcoming renewal organisations (both BIC members and non-members) and notify them that they are coming up for renewal in the next quarter. BIC members do not need to pay a renewal application fee.
Non-members do need to pay a renewal application fee. It is the sole responsibility of the non-member organisation up for renewal to reply to BIC's email and confirm that they wish to proceed. BIC will then issue an invoice that must be paid on or by the application deadline date for the quarter in question.
Please note: It is the applicant's sole responsibility to ensure that they confirm their

intent to proceed to BIC in sufficient time ahead of the application deadline date to allow sufficient time for i) BIC to issue the invoice and ii) for their organisations to process and pay the invoice in time.

Should payment be received after the published deadline, for whatever reason, the application will not be processed or reviewed for that application period. Upon receipt of the full payment after the deadline published on the BIC website, BIC will process and review the application in the following quarter.

Accreditation Results (all schemes)

The accreditation panel's decision is final and non-negotiable.

Applicants will be notified of the results of their application after the respective application panel has met to review all submissions for that quarter.

Feedback will be given as part of that notification and may include commentary on areas for improvement, areas of strength, advice for subsequent applications and so on.

Incomplete Applications/Applications with Poor/Minimal Input/Information (all schemes)

Each application is reviewed by the accreditation panel solely on the information provided in the application form, or in the case of the MEA scheme – on the results of the assessments made by the BIC-recognised assessor (and the MEA application form if it is a first-time application). If the application form for any of the schemes is poorly written or inadequately answered, or is not up to date, the scoring will adversely reflect this which may result in an unsuccessful result. Applicants are therefore strongly advised to ensure all their responses are 100% up to date, that they reflect the business as whole and that they adequately and fully answer all the applicable questions contained within each application form. Where an individual does not know the answer to one or more questions, they should consult with colleagues/departments who are experts in the area(s) concerned in order to collect the appropriate and accurate answer(s). Blank response(s) or “don't know” responses will adversely affect the overall scoring.

Please note: BIC will not contact applicants to request further or follow up information to clarify anything contained within (or missing from) the form that is not clear or fully comprehensive.

Rejected Applications (all schemes)

Occasionally applications may be rejected. This may happen (for example) if the application is a copy, resubmission, or a cut-and-paste of a previous application, or the information contained within an application is known by the panel to be out of date. The panel's decision regarding this is final and may not be appealed.

In the case of application rejections, for any reason, the application fee remains fully non-refundable since the processing, time and resources employed by BIC remain the same as for all applications.

Failed Applications (all schemes)

In the event of a failed application (where the minimum criteria required to gain accreditation

have not been achieved), the application fee remains fully non-refundable. The panel's decision regarding this is final and may not be appealed.

Extenuating Circumstances

The panel reserves the right to take into consideration written submission of notice of extenuating circumstances in support of an application or renewal to any of the BIC accreditation schemes. However, any such notice of extenuating circumstances must be submitted to BIC via info@bic.org before the respective accreditation deadline. Anything submitted after this deadline will not be considered by the panel.

Please note: It is the sole responsibility of applicant to ensure that where there may be extenuating circumstances in respect of their accreditation application, that this information is submitted to BIC before the application deadline. Notices of extenuating circumstances received after the accreditation deadline will not be considered.

Successful Applications (all schemes)

BIC members and non-members: Once the respective accreditation panel is satisfied that the relevant criteria have been met, the applying organisation will be notified and an up-to-date accreditation logo issued to the named person on the application form for use by the applicant organisation as they see fit (e.g., on their website, in newsletters, on social media etc). Details of successful applicant organisations will be listed on the BIC website and announced in our monthly newsletters and on social media. BIC members and non-members will also receive an up-to-date Digital Accreditation Certificate.

Refusal of Accreditation Participation

BIC reserves the right to refuse any applying organisation the right to participate in any BIC accreditation scheme at any time without explanation. For non-member organisations this will be determined and communicated before any invoice is issued for the accreditation application fee.

Liability

Notwithstanding anything else in these Terms, the aggregate liability of BIC to the non-member organisation under or in connection with these Terms, whether arising from contract, negligence or otherwise, shall be limited to the Accreditation Application Fee and BIC shall not be liable for any indirect, consequential or special loss and/or loss of profits, pain and suffering or emotional distress arising out of or in connection with any BIC Accreditation Scheme. Nothing in these Terms shall limit or exclude either party's liability arising from death or injury to persons, or any other liability that cannot be limited or excluded by law.

Events Beyond our Reasonable Control

BIC will not be liable for any failure or delay in performing our obligations resulting from any cause beyond BIC's reasonable control. Such causes include, but are not limited to: power failure, internet service provider failure, strikes, lock-outs or other industrial action by third parties, riots and other civil unrest, fire, explosion, flood, storms, earthquakes, subsidence, acts of terrorism (threatened or actual), acts of war (declared, undeclared, threatened, actual

or preparations for war), epidemic or other natural disaster, or any other event that is beyond BIC's reasonable control.

Law and Jurisdiction

These Terms and any relationship (whether contractual or otherwise) shall be governed by and construed in accordance with the laws of England & Wales.

Any dispute, controversy, proceedings, or claim relating to these Terms or the relationship between the non-member organisation and BIC (whether contractual or otherwise) shall be subject to the jurisdiction of the courts of England & Wales.

No Waiver

No failure or delay by either party in exercising any rights under these Terms means that a party have waived that right, and no waiver by either party of a breach of any provision of these Terms means that a party will waive any subsequent breach of the same or any other provision.

Payment of the Application Fee(s) for one (or more) of BIC's accreditation schemes by a non-member organisation constitutes that non-member organisation's acceptance of these Terms and Conditions.

Accreditation Application Fees

Accreditation Application Fees for Non-members are as follows:

MEA: £400.00 plus VAT

TEiLA: £660.00 plus VAT for non-Library applications,
£165.00 for library applications.

SCEA: £660.00 plus VAT

Prices will remain fixed until 2027

Implementation

The 2025 deadlines for each of the accreditation schemes are as follows:

MEA:

Friday 28th March 2025

Friday 27th June 2025

Friday 26th September 2025

Wednesday 24th December 2025

TEiLA:

Friday 28th February 2025

Friday 30th May 2025

Friday 29th August 2025

Friday 29th November 2025

SCEA:

Friday 31st January 2025

Friday 2nd May 2025

Friday 1st August 2025

Friday 31st October 2025

Accreditation charges for non-members will be phased in over 2-3 years as follows:

Year 0 (2024)

Refers to any new applications or renewals from non-members that have already happened in 2024 and that are yet to be received in 2024 in relation to the above deadlines.

BIC will write to all non-members that have applied in 2024 notifying them about the charges to be applied and that the costs will be phased in over 2 years.

Year 1 (2025)

Refers to any new or renewal application received from non-members for a deadline in 2025. Applications received from any non-member organisations will be charged at 50% of the full non-member fee (see above for details of all fees).

Year 2 (2026)

Refers to any new or renewal application received from non-members for a deadline in 2026. Applications received from any non-member organisations will be charged at 100% of the full non-member fee (see above for details of all fees).

Communications

Years 0, 1 and 2: BIC will notify and periodically remind all members and non-members currently accredited about the new fees for non-member applications. BIC will also publish a notice on each of the BIC accreditation schemes' website pages.

END