



# GSTC Accreditation Fee Schedule

## version 2.2

*September 2024*

### Document History

Version	Date of Approval	Description of Amendment
1.0	1 October 2023	First publication
1.1	31 October 2023	Edited in a new format, Changes in the name per fee type, Adding late payment fee calculation, Adding geographical scope extension application fee.

Version	Date of Approval	Description of Amendment
2.0	19 February, 2024	Introduced new clauses and tables regarding GSTC License Fee, Changed expression for time unit and added a note about the non-refundable provision for the application fee in Table 1, Elaborated the description of GSTC Assessor's travel expenses, Changed page setup.
2.1	26 March, 2024	The license fees, which were previously divided depending on whether they were certified by a CB located in the EU, were combined into one.
2.2	11 September, 2024	Modified a note clarifying the timing of when the annual maintenance fee and license fee are applicable in relation to Destination Certification. Updated the document format and changed section numbers.

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## Document Controls

This is version 2.2 of the GSTC Accreditation Fee Schedule, 2024.

Document Approval: GSTC Global Assurance Director

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## 1. Types of GSTC Accreditation Fees

- 1.1. Costs for acquiring and maintaining GSTC Accreditation are referred to as accreditation fees. The fees are divided into Application Fee, Assessment Fee, Accreditation Decision Fee, and Annual Maintenance Fee.
- 1.2. **Application Fee:** Fees for administration and assessments for any type of accreditation application specified in Table 1. It also includes the fee for technical scope extension for additional Reference Standards (GSTC Criteria and GSTC-Recognized Standard), geographical scope extension, or adding an additional certification decision-making body.
- 1.3. **Assessment Fee:** Fees for GSTC Accreditation assessment services are based on the GSTC daily rate and cover various assessments such as initial onsite assessments of the applicant Certification Body (CB), surveillance assessments, onsite assessments for technical scope extension, follow-up assessments, along with the actual travel expenses.
- 1.4. **Accreditation Decision Fee:** Fees for the GSTC Assurance Panel's decision on granting, maintaining, extending, reducing, suspending, and withdrawing the accreditation.
- 1.5. **Annual Maintenance Fee:** Fees for GSTC's annual accreditation services to the accredited Certification Body (ACB), applicable to CBs that fulfill certain conditions in terms of certificate portfolio size.
- 1.6. GSTC shall charge the License Fees separate from the Accreditation Fees for ACBs following Table 4 and 5. (See Clause 6.1 below as well.)

### \* Important Note

- *The license fees for certified destinations and the Annual Maintenance Fees for the accredited CBs within the scope of the GSTC-Recognized Standard(s) and/or GSTC Destination Criteria will be announced after the new version (v 2.0) of the Accreditation Manual for Destination Certification Bodies is released. The Manual is expected to be announced around late October 2024. The timeline for the implementation of the fees will also be announced along with the fee schedule.*

**Table 1. GSTC Accreditation Fee**

Accreditation fees	Charged for	Consist of	Amount (USD)
Application Fee	Initial accreditation application*	Base fee	\$4,000
	Each certification decision-making body**	Additional fee	\$4,000
	Each scope of tourism activity (hotels and tour operators)	Additional fee	\$2,000
	Scope extension application for additional GSTC-Recognized Standard(s) or the GSTC Criteria ***	Base fee	\$1,000
	Scope extension application for additional Geographical scope***	Base fee	\$500
	<p>* New application to gain GSTC Accreditation for one standard and for one scope of certification types(hotels, tour operators, and destinations).</p> <p>** Initial accreditation is for a single certification decision-making committee; to capacitate additional committees/locations requires an additional review.</p> <p>*** If the application requires additional assessment(s), the extra fees will be charged based on the GSTC daily rate, travel time and expenses.</p>		
Assessment Fee	Accreditation assessment	Assessment fee	\$850 per Labor-day
		Travel time and expenses	Fee will be determined after the actual travel happens.
	<p><i>Note 1 : GSTC Standard Daily Rate is USD \$850.</i></p> <p><i>Note 2 : The standard daily rate applies for any work including, but not restricted to, assessments, follow-up of nonconformities, complaint investigation, transfer of Accreditation/and/or review of organizational changes.</i></p> <p><i>Note 3 : Travel time is charged at half the GSTC standard daily rate (USD \$425) and applies to a total travel duration of over 4 hours roundtrip from the starting location to the site. Idle time may be included under travel time. Expenses (travel, hotel, food, etc.) shall be charged to the CB based on actual costs incurred.</i></p>		

Accreditation Decision Fee	Decision of certification body after completion of assessment or reassessment	Base fee	\$2,000														
		Additional fee	\$1,000														
<p><i>Note 1 : This fee is for decisions to grant, extend, re-accredit, reduce, suspend, or terminate the Accreditation of a CB or to take any disciplinary measures.</i></p> <p><i>Note 2 : If more than one decision process occurs simultaneously (allowing GSTC to make one submission), the fee for each additional decision is reduced to USD \$1,000.</i></p>																	
Annual Maintenance Fee (AMF)	Every January, after initial accreditation	Base fee* (for 1st Scope)	<p><b>Table 2. AMF based on the number of certificates Issued</b></p> <table border="1"> <thead> <tr> <th>Number of certificates issued</th> <th>Fee (USD)</th> </tr> </thead> <tbody> <tr> <td>0 (zero)**</td> <td>\$500</td> </tr> <tr> <td>1-500</td> <td>\$6,500</td> </tr> <tr> <td>501-2,000</td> <td>\$8,000</td> </tr> <tr> <td>2,001-4,000</td> <td>\$11,000</td> </tr> <tr> <td>4,001-6,000</td> <td>\$15,000</td> </tr> <tr> <td>6,001+</td> <td>\$20,000</td> </tr> </tbody> </table>	Number of certificates issued	Fee (USD)	0 (zero)**	\$500	1-500	\$6,500	501-2,000	\$8,000	2,001-4,000	\$11,000	4,001-6,000	\$15,000	6,001+	\$20,000
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6,001+	\$20,000																
<p>* The fee for each additional scope is half the above. For example, 1st scope might be for hotels/accommodations, and a 2nd scope for tour operators would be charged at half the above rates.</p> <p>** Fee to maintain current accreditation status during any periods of non-activity.</p> <p><i>Note 1 : Please note that the Annual Maintenance Fee covers the cost of regular surveillance assessment activities.</i></p> <p><i>Note 2 : For initial accreditation, the fee in Table 2 will be calculated on a daily basis from the date of initial accreditation to December 31 of the year.</i></p> <p><i>Note 3 : The fee and Travel expenses for one GSTC Assessor conducting the annual surveillance assessment are included in the AMF. However, if it is determined that more than one assessment is necessary, GSTC will invoice for the corresponding assessor's assessment fee and travel expenses incurred in additional assessments.</i></p>																	

**Table 3. Sample scenarios applying Table 2**

Sample scenarios:	Fee for Hotels	Fee for TO's	Total GSTC fees per CB
AAA CB certifies 188 hotels	\$6,500	None	\$6,500
BBB CB certifies 1200 hotels	\$8,000	None	\$8,000
CCC CB certifies 900 hotels and 40 TO's	\$8,000	\$3,250	\$11,250
DDD CB certifies 0 hotels and 600 TO's*	\$250	\$8,000	\$8,250
EEE CB certifies 2100 hotels	\$11,000	None	\$11,000
FFF CB certifies 400 TO's	None	\$6,500	\$6,500
XYZ CB certifies 600 hotels and 30 TO's	\$8,000	\$3,250	\$11,250

\* Note: In cases where accreditation has been granted for two or more scopes, the first scope considered is the one for which a greater number of certificates has been issued.

**Table 4. GSTC License Fee for Hotel**

License Fee per Certified Hotel			
Scale of business	2023 Price	2024 Price	From April 2025 Price
Large (500 or more beds*)	\$100	\$100	\$200
Medium (101 - 499 beds)	\$100	\$100	\$150
Small (1 - 100 beds)	\$100	\$100	\$100

  

License Fee per Certified Hotel in Türkiye			
Scale of business	2023 Price	2024 Price	2025 Price
Large (500 or more beds)	\$75	\$75	\$75
Medium (101 - 499 beds)	\$50	\$50	\$50
Small (1 - 100 beds)	\$30	\$30	\$30

\* In cases where multiple guests can stay simultaneously in a single accommodation unit, such as in a tent, caravan, campsite, or shared lodgings, the scale can be based on the number of the minimal unit of facility rather than the number of beds.

\* The number of beds, units, rooms, or anything in this regard shall be determined according to the information on the business license approved by the governmental authority.

**Table 5. GSTC License Fee for Tour Operators**

License Fee per Certified Tour Operator			
Scale of business	2023 Price	2024 Price	From April 2025 Price
Large (>\$50 million turnover previous year)	\$100	\$100	\$300
Medium (\$10 to \$50 million turnover)	\$100	\$100	\$200
Small (<\$10 million turnover)	\$100	\$100	\$100

**2. Details of Application Fee and Assessment Fee**

2.1. GSTC reserves the right to request that the fees during the application phase be paid in advance by an applicant CB before GSTC commences any accreditation activities. The paid fees are consolidated after the completion of the services and invoiced or reimbursed accordingly.

2.2. Application Fee

2.2.1. The applicant shall pay the application fee invoiced with the application. If the fee is not paid, the reception of the application can be denied. Payment is required within 30 days of the issue date of the invoice.

2.2.2. The application fee is not refundable after the application has been accepted.

2.2.3. GSTC reserves the right to charge for further investigations/due diligence reviews if additional business risks are identified at the application stage. Budgets for these additional investigations will be sent to the CB in advance.

2.2.4. Application Fee does not cover assessment activities and Accreditation Decision Fee.

2.3. Daily Rate and Conditions for Assessment Activities

2.3.1. The GSTC standard daily rate is USD \$850.

2.3.2. The standard daily rate applies for any work including, but not restricted to, assessments, follow-up of nonconformities, complaint

investigation, transfer of Accreditation, and/or review of organizational changes.

2.3.3. If the onsite assessment activity exceeds 12 hours, GSTC shall invoice the CB for 1.5 days.

2.3.4. The minimum time unit which can be invoiced is 0.5 days. The minimum onsite audit duration is 1 day.

#### 2.4. Travel Time and Expenses

2.4.1. Travel time is charged at half the GSTC standard daily rate (USD \$425) and applies to a total travel duration of over 4 hours roundtrip from the starting location to the site. Idle time may be included under travel time. Expenses (travel, hotel, food, etc.) shall be charged to the CB based on actual costs incurred.

2.4.2. GSTC shall issue the invoices related to travel and other related expenses to the CB upon receipt of the expenses from the GSTC assessor.

2.4.3. Travel expenses are not charged for the Initial witnessing for each technical scope during the initial Accreditation assessment process.

#### 2.5. Accreditation Decision Fee

2.5.1. The fee for decisions to grant, extend, re-accredit, reduce, suspend, or terminate the Accreditation of a CB or to take any disciplinary measures is USD \$2,000.

2.5.2. If more than one decision process occurs simultaneously (allowing the GSTC Assurance Panel to make one submission), the fee for each additional decision is reduced to USD \$1,000.

2.5.3. Accreditation Decision Fee will be charged upon the completion of all assessment activities.

#### 2.6. Nonconformity (NC) Follow-Up & Complaints/Appeals Handling Fee

2.6.1. As part of the assessment process, GSTC shall review the CB's response to the NCs raised during any GSTC assessment. This review shall be



charged to the CB based on the actual time invested by the GSTC assessor.

2.6.2. GSTC reserves the right to conduct onsite verification assessments to review the status of open NCs. The CB shall cover all costs related to this verification.

2.6.3. Complaint/Appeal investigations related to GSTC processes shall be charged using the standard daily rate. For further information, please refer to the GSTC Grievance Procedure for Accreditation respectively.

2.6.4. Opportunities for Improvement (OFI) will only be evaluated if the CB specifically requests it, which implies additional charges.

2.7. Extended Assessment Team

2.7.1. GSTC reserves the right to contract with technical experts, translators, or other experts as required to supplement the Assessment Team. The CB shall be invoiced for the direct costs incurred by these parties.

### **3. Annual Maintenance Fee (AMF)**

3.1. The AMF covers all regular GSTC accreditation services needed to ensure the necessary oversight by GSTC, which includes various assurance activities such as assessments, integrity investigations, transaction verification, and others as designed by GSTC.

3.2. In the case of performance issues, GSTC reserves the right to add extra assurance activities, such as oversight or integrity intervention activities, which the AMF does not cover. GSTC shall inform the CB in advance of these measures.

3.3. The fee and Travel expenses for one GSTC Assessor conducting the annual surveillance assessment are included in the AMF. However, if it is determined that more than one assessment is necessary, GSTC will invoice for the corresponding assessor's assessment fee and travel expenses incurred in additional assessments.

- 3.4. The AMF is calculated based on the number of scopes (tourism activity) for which the CB is accredited within the CB portfolio in Table 1. However, there is no extra fee for sub-scope applications.
- 3.5. CBs can reduce their overall costs through good performance. GSTC reserves the right to modify and adjust the total AMF based on the CB Performance Review, as communicated with each CB individually.
- 3.6. The AMF is invoiced in January and payable in one lump sum within 30 days, or, as agreed with the CB, in two payments per year due on 15 February and 15 August. If either payment is delayed, the full remaining amount immediately becomes due.

#### **4. Fee for GSTC Endorsed National Accreditation Body**

- 4.1. Accreditation services provided by GSTC Endorsed National Accreditation Body(NAB) will be invoiced directly by the NAB to the CB.
- 4.2. If a CB is under the AMF, GSTC will reimburse the fee charged by the National Accreditation Body (NAB) when the CB invoices the same amount to GSTC.

#### **5. Payment of Accreditation Fee**

- 5.1. Should a CB cancel or reschedule an assessment within 14 calendar days prior to the mutually agreed date, the CB shall be:
  - 5.1.1. Invoiced for the total number of preparation and onsite days scheduled by the GSTC assessor at half the standard daily rate.
  - 5.1.2. Invoiced for any non-refundable or actual travel and accommodation expenses incurred by GSTC before the cancellation.
- 5.2. GSTC reserves the right to cancel or reschedule any scheduled assessment activity in necessary circumstances. In this case, GSTC will be responsible for its own costs associated with the cancellation. GSTC does not accept any liability for any cost incurred by the CB in relation to the cancellation or rescheduling of an assessment by GSTC.

- 5.3. Fees outlined in the GSTC Fee Schedule do not include Value Added Tax (VAT) or other duties or taxes. Any VAT or other duties or taxes payable with respect to such sums shall be payable in addition to such sums.
- 5.4. Payment of any invoice is due within 30 days of the issue date.
- 5.5. If a CB cannot pay the accreditation fee within the due date of payment, the CB must request GSTC for late payment in writing, stating the reason and due date of payment before the due date. The maximum duration of delayed payment cannot exceed four months.
- 5.6. GSTC shall charge a fee for late payments. When a request is received for a late payment, GSTC will review it and notify the CB in writing of the approval and the deadline with the late fee calculated. The CB shall pay the outstanding balance and the late fee notified by the deadline.
- 5.6.1. The penalty for late payment shall be an interest of 2% per annum on the overdue amount for the period unpaid. When an applicant or accredited CB has not paid the accreditation fee until the due date or requested with unjustifiable reason or delay, GSTC may take necessary action(s).
- 5.6.2. If payment has yet to be received within 10 days of the original due date, a notification will be sent to the CB informing them that they are on financial probation. A certification body on financial probation may not:
- apply for or continue with a scope accreditation extension,
  - continue with the accreditation application process,
  - receive a GSTC certificate for initial accreditation, or
  - apply for additional GSTC programs.
- 5.7. While on financial probation, a CB can continue to operate GSTC-Accredited programs. However, GSTC can directly suspend a CB's accreditation if an invoice and the related interest accumulated remain unpaid for 120 calendar days after the invoice date, as described in the GSTC Accreditation Procedure.

5.8. GSTC reserves the right to adjust the GSTC Fee Schedule and will provide CBs with formal notification three (3) months before any changes to the published GSTC Fee Schedule. Reasons for a change can be, but are not limited to, inflation adjustments to account for increased travel and overall service costs. GSTC will adjust the fees every three years or less based on the relevant inflation datasets provided by the World Bank.

## **6. GSTC License Fee**

6.1. As outlined in Tables 4 and 5, the GSTC License Fee per certificate shall be charged separately from the AMF, provided in the Licensing Agreement with accredited CBs.

6.1.1. Certificates issued by GSTC-Accredited Certification Bodies, whether for the GSTC Criteria or a GSTC Recognized Standard within the accreditation scope, shall require the payment of the GSTC License Fee.

*Note: Please refer to the GSTC Licensing Agreement for comprehensive guidelines and information about the License Fee beyond what is outlined in this document.*