



SafePlus Accreditation Body – Payment and Refund Policy

Payment for Applications:

Your application will not be processed unless and until SafePlus Accreditation Body (SAB) has received full payment of \$1720.00 plus GST.

Application Fees of \$1,720 plus GST = **Total \$1,978**

Payments can be made by internet or credit card.

Internet payments need to be made to:

Tracecare Ltd
Internet/Direct Credit: 02 1269 0037089 000

Please include initials and surname as the reference and SAB as the code. (Please note that not providing the reference and code may delay your application being processed)

Credit Card: (A payment processing fee/3% surcharge applies to credit card payments):

\$1,978 incl GST + 3% processing charge = \$2,037.34

Once you have made payment, we will provide you with an invoice for tax purposes within 5 working days.

Please note: SafePlus tool Training is a separate charge of \$1720.00 plus GST Total \$1,978. This is a three day training course once an applicant has successfully been through the vetting and competency interview and been assessed by SAB as suitable to progress to training.

Payment for Renewal of accreditation:

The charge for renewal of accreditation (36 months after initial accreditation) is \$800 plus GST. Your application for renewal of accreditation will not be processed unless this fee has been paid in full.

Reaccreditation Application Fees of \$800 plus GST = **Total \$920.00**

You can pay by means described above.



Refund Policy

The process for applications is:

Step 1: Forms and payment received in full, (processed by SAB)

Step 2: Desktop review and Referee check (SAB)

Step 3: Structured competence interview (SAB)

Step 4: Training in SafePlus tool (conducted by external training provider)

Step 5: Accreditation and name published on public register (initially WorkSafe NZ)

If an application is withdrawn or is declined *at the end of step 2 or any time before the end of step 2*, applicants may request a 50% refund of their application fee in writing.

If an application is withdrawn between step 2 and 3, applicants may request a 25% refund of their application fee in writing.

No refund is available from SAB after the completion of step 3. You are not eligible for a refund if your application proceeds beyond stage 3 whether or not your application is approved or declined.