



MidKent College

APPRENTICESHIP TUITION AND EXAMINATION FEE POLICY 2022/23

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1 SCOPE

- 1.1 This policy statement details how MidKent College will apply Apprenticeship fees for courses subsidised by the Education Skills Funding Agency (ESFA). This document outlines the College's Apprenticeship Tuition and Examination Fee Policy for the 2022/23 academic year.

2 POLICY STATEMENT

- 2.1 The College reserves the right to cancel any course or change its charging policy where its costs may result in a financial loss; cancel any course where there is a lack of appropriate resources; and/or refuse entry to a course on any non-discriminatory grounds.

3 NATIONAL FEE GUIDELINES

- 3.1 The ESFA funding approach assumes that all Employers other than those eligible for fee remission are charged an apprenticeship fee as a contribution towards the costs of their employee's learning.
- 3.2 Every framework pathway and apprenticeship standard is assigned to a funding band. The table below shows the 15 funding bands with the maximum chargeable fee per band:

Band Number	Band Maximum
1	£1,500
2	£2,000
3	£2,500
4	£3,000
5	£3,500
6	£4,000
7	£5,000
8	£6,000
9	£9,000
10	£12,000
11	£15,000
12	£18,000
13	£21,000
14	£24,000
15	£27,000

4 ESFA FULL FEE REMISSION AND FEE CONCESSIONS

4.1 The ESFA have set a minimum contribution towards apprenticeship fees for both levy and non-levy employers as detailed below:

	Apprentice aged 16-18*	Apprentice aged 19-24* with Education health Care Plan	Apprentice aged 19-24* previously in Local Authority Care	Other Apprentices
Levy Payer (with sufficient funds)	Full fee paid from digital account	Full fee paid from digital account	Full fee paid from digital account	Full fee paid from digital account
Levy payer (without sufficient funds)	5% contribution	5% contribution	5% contribution	5% contribution
Non levy payer Less than 50 employees	Fee waived	Fee waived	Fee waived	10% contribution
Non Levy payer 50 or more employees	5% contribution	5% contribution	5% contribution	5% contribution

*Age on the first day of apprenticeship programme

4.2 There are no concessions or reduction of fees for Levy Payers with sufficient funds within their HMRC digital account.

5 APPRENTICESHIP FEES

5.1 For Apprenticeships programmes starting on or after 1 May 2017, the fee charged for the apprenticeship programmes will be approved by the Executive Director of Finance and Estates.

5.2 The fee (including end-point assessment for apprenticeship standards) is not expected to exceed the ESFA maximum funding band (see 3.2).

5.3 The published fee for Apprenticeships programmes will be for the whole length of the course, even if this runs longer than a year.

5.4 Employers are required to contribute to the training costs of all students regardless of age, unless they qualify as a small employer with less than 50 employees AND on the first day of the apprenticeship the apprentice is aged 16-18, or aged 19-24 with a local authority educational health care plan, or aged 19-24 having been in the care of the local authority.

- 5.5 Levy paying employers must fully fund the apprenticeship fee from their digital account, unless there are insufficient funds, in which case ESFA and employer co-investment will fund the remainder.
- 5.6 Non-Levy paying employers (or levy paying employers with insufficient funds in their digital account), will be required to co-invest 5% of the agreed training cost with the balance payable by the ESFA.
- 5.7 In the event of an exam resit the Apprentice/Employer will be liable for the resit fees.

6 END POINT ASSESSMENT FEES

- 6.1 The total price agreed with the employer will include the costs of delivering the end point assessment on apprenticeship standards.
- 6.2 The end point assessment will be completed by an appointed Apprentice Assessment Organisation selected by the employer and cannot be MidKent College.

7 PAYMENT TERMS, DISCOUNTS AND INSTALMENTS

- 7.1 Fees are payable at enrolment prior to the start of the apprenticeship programme or by instalments over no more than 12 months.
- 7.2 Employers may elect to pay in instalments via BACS, debit or credit card or standing order providing an agreement is completed before the start of the apprenticeship programme.
- 7.3 If, despite the provisions made above, fees fall overdue, then the College will issue reminders. Ultimately, any unpaid fees will be referred to a debt collection service and in such circumstances the costs of recovery will be added to the fees due.

8 REFUNDS

- 8.1 Refunds of fees may only be approved in the following circumstances:
- if the apprenticeship training is cancelled by the College;
 - if an employer complaint regarding the quality of the delivery of the apprenticeship training or about the advice/guidance provided is upheld following an investigation in accordance with the College's complaint procedure;
- 8.2 The College reserves the right to withhold a 10% administration charge on all refunds.
- 8.3 If the College confirms the withdrawal of an apprentice, the ESFA will stop their monthly payments of co-investment, or of funds from the digital account. MKC will ensure that the employer has paid any mandatory co-investment to the date of withdrawal. MKC will follow the arrangements set out in our agreement with the employer for any over-payment by the employer. MKC will agree with the employer

any reimbursement for employer co- investment made for learning paid for, but not yet undertaken or delivered.

9 DEBTORS

9.1 In accordance with College's Financial Regulations, for any Employer that has not paid their fees in full within the appropriate timescale:

- the apprentice may be withdrawn from the training;
- exam certificates may be withheld;
- assessed work may not be marked;
- the debt will be referred to a debt collection agency for recovery and costs passed on to the Employer.

10 REPORTING PERFORMANCE

10.1 The College will report performance in relation to the collection of fee income against targets to the Executive Group and the Corporation in the monthly management accounts.