



MidKent College

APPRENTICESHIP TUITION AND EXAMINATION FEE POLICY 2026/27

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Document Title	APPRENTICESHIP TUITION AND EXAMINATION FEE POLICY 2026-27		
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Change Criteria	Major		

****Major change is defined as:**

Anything that represents a significant change of working practice, legal requirement, procedure or process within the organisation, or a change that impacts an employee's terms and conditions of employment.

****Minor change is defined as:**

Any change of dates, job titles or terminology that do not represent a significant change to working practice. Examples changes of terminology to reflect current legislation/ DfE/Ofsted such as the change of terminology in the safeguarding policy from peer-on-peer abuse to child-on-child abuse.

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Policy Cross References - This policy should be read in conjunction with any other associated policies, with particular reference to

Policy Name	Policy Number

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SCOPE

- 1.1 This policy statement details how MidKent College will apply Apprenticeship fees for courses subsidised by the Department for Education (DfE) This document outlines the College's Apprenticeship Tuition and Examination Fee Policy for the 2026/27 academic year.

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.

NATIONAL FEE GUIDELINES

The DfE funding approach requires all employers to use funds from their digital apprenticeship account to pay for their apprentice's course fees. For non levy employers funding needs to be requested prior to enrolment.

- 3.1 Every Apprenticeship standard is assigned to a funding band. There are 30 funding bands and these can be reviewed on the Institute for Apprenticeships site using the following link

[Home / Institute for Apprenticeships and Technical Education](#)

DfE FULL FEE REMISSION AND FEE CONCESSIONS

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

	All Apprentices
Levy Payer (with sufficient funds)	Full fee paid from digital account
Levy payer (without sufficient funds)	5% contribution
Non levy payer Less than 50 employees	Fee paid from reserved funds
Non Levy payer 50 or more employees	5% contribution

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

APPRENTICESHIP FEES

- 5.1 The fee charged is the Negotiated price agreed with the Apprenticeship team and documented within the apprenticeship agreement.
- 5.2 The fee (including end-point assessment for apprenticeship standards) is not expected to exceed the DfE maximum funding band (see 3.2)
- 5.3 The negotiated fee for Apprenticeships programmes will be for the whole length of the course.
- 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. This contribution is categorised as a co-investment payment.
- 5.5 Levy paying employers must fully fund the apprenticeship fees from their digital account, unless there are insufficient funds, in which case DfE 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 DfE.

5.7 In the event of an exam resit the Apprentice/Employer will be liable for the resit fees.

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 End Point Assessment Organisation (EPAO) selected by the employer and agreed with MidKent College.

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.

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 charge a 10% administration charge on all refunds.

8.3 If the College confirms the withdrawal of an apprentice, the DfE will stop their monthly payments of co-investment, or of funds from the digital account. The College will ensure that the employer has paid any mandatory co-investment to the date of withdrawal. The College 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.

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.

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.