# Fees and Charging Policy

# July 2026

**Policy Overview & Purpose**

This policy sets out the framework for charging fees to employers, learners, and partners. It ensures full compliance with the Department for Education and Department for Work and Pensions. It covers public funding requirements, employer co-investments, subcontracting management caps, and commercial payment terms.

**Apprenticeship Provision**

All apprenticeship training fees are negotiated directly with employers before training begins, based on individualised Initial Assessments.

- **Negotiated Price**: Total fees must cover all eligible training and End-Point Assessment (EPA) costs, up to the maximum funding band limit.
- **Levy-Paying Employers**: Funded entirely via the employer's Digital Apprenticeship Service (DAS) account, subject to sufficient monthly funds.
- **Non-Levy Employers (Co-Investment)**: Employers must make a compulsory investment based on the age of the apprentice, with the government covering the remaining funds.
- **Small Employer Waivers**: Fully funded (100%) for employers with fewer than 50 staff if the apprentice is aged 16–18, or aged 19–24 with an Education, Health and Care (EHC) plan.
- **Costs Exceeding Funding Bands**: Any agreed price exceeding the maximum funding band must be paid 100% in cash by the employer.
- **Ineligible Costs**: No fees can be charged to employers or apprentices for registration, certification, or administrative costs associated with mandatory components.
- **Level 7 Funding Restrictions**: Per strict 2026 funding compliance updates, apprentices aged 22 or over starting a Level 7 standard are ineligible for government funding and are charged at full commercial rates.
- **Resits for EPA (or components of)** will be charged to the employer at cost.
- **Non attendance at EPA without 3 days notice** full costs will be charged to the learner in addition to a 5% admin charge.

**Adult Skills Training (Adult Skills Fund - ASF)**

Fees for adult learners are aligned with DWP[https://www.wmca.org.uk/media/ypvcn0mv/asf-funding-rules-2526-version-2-final.pdf](https://www.wmca.org.uk/media/ypvcn0mv/asf-funding-rules-2526-version-2-final.pdf) Funding Rules and devolved mayoral authority guidelines.

- **Fully Funded Learners**: No fees are charged to eligible learners meeting specific criteria, including low wage thresholds, unemployment, or those studying first full Level 2/3 qualifications.
- **Co-Funded Learners**: Learners ineligible for full funding must contribute 50% of the standard unweighted  matrix rate, with the remaining 50% drawn down via public funds.

- **Advanced Learner Loans**: Applicable for designated Level 3 to Level 6 courses where a learner is not eligible for grant funding. Fees match the maximum loan capability set by the Student Loans Company.

**Subcontracted Provision**

Where provision is delivered via an approved supply-chain partner, the following rules apply to maintain compliance with the Sub Contacting standard.

- **Management Fee Retention**: We retain a maximum management fee of up to **20%** of the standard funding allocation to cover quality assurance, audit, and compliance infrastructure.
- **Eligible Support Services**: Fees strictly reflect real costs incurred for contract management, e-portfolio access, external auditor reviews, and registration.
- **Payment Terms**: Payments are made monthly in arrears, calculated using ILR data and actual funding earned.
- **Transparency**: Annual breakdowns of actual fees retained and payments made to subcontractors are published externally on our website.

**Commercial Training**

Provision operating outside of public funding frameworks operates under standard market commercial arrangements.

- **Pricing**: Fixed-rate courses or bespoke corporate day rates as outlined in individual commercial service level agreements.
- **VAT**: All commercial course fees are subject to VAT at the standard prevailing rate unless a valid statutory exemption applies.
- **Payment Terms**: 100% upfront payment is required at registration, or a minimum 30-day corporate invoice agreement must be approved prior to course start dates.
- **Instalments:** where instalments are requested, they cannot be agreed for courses that are less than 6 months in duration. Where they are agreed the full amount has to be paid within three months of the start date. Longer term instalment arrangements will have to be signed off by a Director of the company.

**Refunds, Withdrawals, and Cancellations**

**Commercial Cancellations**:

A minimum of 10 working days notice in writing is required.

| Notice of Cancellation in Writing | Cancellation Fee |
|---|---|
| **5 – 9 working days** | **20% of booking fee** |
| **4 or less working days** | **100% of booking fee** |
| **None attendance** | **100% of booking fee** |

Fees and charges are not refundable except where PTP has cancelled a course, there is a justifiable complaint or in the case of exceptional personal circumstances; with authorisation from a Director of the business.

Where payment due from an employer is not received within 30 days then an additional 10% fee will be charged, any late payment in excess of 60 days will be charged at an additional rate of 15%.