



## **Apprenticeship Contribution - Reimbursement Policy**

### **Statement**

This document sets out S&B Automotive Academy's reimbursement policy for employer co-investment when a learner leaves the programme. This would occur in the unlikely event that learning is paid for, but not yet undertaken. The learner's leave date for reimbursement purposes will be determined by the last evidence of learning which is recorded on the Individualised Learner Record (ILR).

### **Reimbursement Terms**

As per Apprenticeship funding and performance-management rules, S&B will agree with the employer any reimbursement for employer co-investment for learning paid for as per our above statement.

Reimbursement will be calculated to one whole month, on a monthly basis, pro-rata to the month in which the learning ends.

The employer will either be contacted by S&B's Business Development Director or Finance Division to request acknowledgement and agreement of the value of reimbursement.

The employer will have 7 days to query the value. Where not queried, the value of reimbursement will be taken as accepted.

### **Payment of Reimbursement**

Payment will be made by BACS transfer to the nominated account provided.

**Review frequency:** annually or where an update is required in line with ESFA Funding Rules.

**Review Date:** April 2020

### **Signed Accounting Officer:-**

*Philip Marsh*  
*Chief Executive*