

## Swatpro Tuition Fee Policy

### Background

1. Swatpro reviews its fee policy on an annual basis.
2. The principles underlying the proposed Swatpro Fee Policy for 2025/26 apply to new start during the Academic Year 2025-2026.
3. The charging of fees relates primarily to adult learning, either paid by individuals or employers and the fee policies recognises established fee remission categories, in particular for 16–21-year-old learners where legislation requires tuition fees not to be charged.
4. The current policy is in line with the rules as required by the funding guidance issued by the ESFA (Education and Skills Funding Agency)/DfE (Department for Education).
5. When Swatpro uses subcontractors to deliver training programmes there may be slightly different fees in place. Subcontractors will have had the fee arrangements approved by Swatpro.
6. The policy covers the fees, the remission and refund under each of the different provisions Swatpro is approved to deliver.
  - Apprenticeships
  - Loans
  - Full cost and commercial
7. ***Apprenticeships***

#### 7.1 Fees and remissions

Levy employers: Employers paying the apprenticeship levy will pay fees directly from their apprenticeship accounts in accordance with the system and scheme rules set by the ESFA/DfE.

Non-levy employers or levy employer with insufficient funds:

Employers who do not pay the apprenticeship levy will be required under the funding rules to make a co-investment payment towards the total cost of the apprenticeship training.

Swatpro set the total basic cost of each apprentice programme within band price in which each apprenticeship framework or standard is placed by the Agency. The basic fee is reviewed for each apprentice to consider any prior learning and cost of delivery, in accordance with ESFA/DfE requirements.

The fee charged to non-levy paying employers or levy employers who run out of levy through co-investment is mandatory and cannot be waived under any circumstances.

Levy paying employers will pay the full chargeable fee through their Apprenticeship Service Account in accordance with the system and scheme rules set by the Agency.

Levy employers that run out of levy will be charged in accordance with the information provided to Swatpro by the ESFA. There may be a delay of 3 months for the information to come through from the ESFA, levy employers will be liable for these fees even if their apprentice may have left the programme by then.

Employers must co-invest the relevant co-investment rate of the total negotiated price up to the funding band maximum. The rate at which the co-investment will need to be paid will depend on the date the apprenticeship started :

- Co-investment rates for apprenticeships that started before 1 April 2019 is 10%
- Co-investment rates for apprenticeships that started on or after 1 April 2019 5%

Where an employer becomes a levy-payer during an apprenticeship which started as a non-levy apprenticeship, co-investment must be reconciled and any overpayment addressed.

Where the total negotiated price exceeds the funding band maximum, the employer must pay all the additional costs above the funding band maximum in full.

Employer type	Learner Age	Fees to be paid by employers (employer co-investment)
Non-levy employer	16-21 or 22-24 with ECH plan or have been in the care of their local authority	<ul style="list-style-type: none"> <li>• No fees.</li> <li>• Any potential fees relating to shortage of funding or costs ineligible for funding will be agreed with and paid by employers in full.</li> </ul>
Non-levy employer	22+ (except the above with ECH plan or have been in the care of their local authority)	<ul style="list-style-type: none"> <li>• Co-investment to paid relevant to the total negotiated price for the programme. 5% or 10% depending on when the apprenticeship started (see above)</li> <li>• Any potential fees relating to shortage of funding or costs ineligible for funding will be agreed with and paid by employers in full.</li> </ul>
Apprenticeship Standard – Employers with 50 or more employees at the start of the apprenticeship programme	All ages	<ul style="list-style-type: none"> <li>• Levy employers: 100% of the negotiated price will be paid from the levy account. Where the employer has insufficient funds in their levy account they will have to pay co-investment. 5% or 10% depending on when the apprenticeship started (see above)</li> </ul>

## 7.2 Refunds and fee liability

Where a change of circumstance means that training and / or assessment is no longer being delivered, the employer will be responsible for paying the relevant fees for any training done up to the last day in learning.

Should the employer have overpaid as a result of the change in circumstances the employer will reimburse for this overpayment.

Fee liability for Apprenticeship programmes is worked out based on the number of months the apprentice attended the programme. The months the apprentices start and leave the programme will be counted as full months for fee refund purposes. The total planned number of months are calculated from the start of learning to the planned end of learning.

When the change in circumstances takes place after the original planned end of learning there will be no refund of fees.

## 7.3 EPA and Exam Resit Fees

Each case will be reviewed on its own merits.

The employer will be liable for the End Point Assessment resit fees.

The employer will be liable for the Functional Skills exam fees after the learner has attempted the exam three times.

## 8. **Advanced Learner Loans**

Advanced Learner Loans (ALL) are available for qualifying students over the age of 24 who study level 3 programmes and are not eligible for fee remission.

Those funding through an ALL are at all times personally responsible for their loans and applying to their loans to pay for their fees.

Before applying for loans to study a level 3 qualification at Swatpro students are told there may be other training providers in the area with funding available where they could be eligible for a grant to do the level 3 qualification for free. Students do not need to repay grants but will need to repay their loans.

## 9. **Full cost and commercial**

Swatpro will price each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in the sector being serviced. All pricing decisions for full cost and commercial courses are subject to approval by the CEO.

### **Annex 1**

Review of ..... Policy

Date	Name	Record of change	Next review date
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August 25	Pilar Diaz-Caneja	Changes to reflect government policy for Academic year 25-26 applicable to programmes to be delivered by Swatpro from August 25. Clarification on refund fees for apprentices who will have gone past their planned end of learning when there is a change of circumstances.	August 26
August 24	Pilar Diaz-Caneja	Changes to reflect government policy for Academic year 25-26 applicable to programmes to be delivered by Swatpro from August 24. Clarification on resit fees.	August 25
April 24	Pilar Diaz-Caneja	Change to reflect the government new policy from 1 <sup>st</sup> April 24 affecting Non levy, 16-21 years old apprentices.	July 24
November 23	Pilar Diaz-Caneja	No major changes, traineeship section deleted) .Changes to show Academic year 23-24	July 24
August 22	Pilar Diaz-Caneja	Formatting and Changes for Academic year 22-23	August 23
10/8/21	J Wilkie	Formatted	
July 21	Pilar Diaz-Caneja	Changes for Academic year 21-22	July 22