



# Apprenticeships Tuition Fee Liability: Policy and Procedure

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# POLICY/PROCEDURE

## 1. Introduction to Policy

The University of Wolverhampton is committed to a clear and consistent policy with respect to fee liability and apprenticeships. This Policy has been approved by the University's Fees and Bursary Working Group, and the University's Executive Board. It is the University's expectation that fee liability will be processed in accordance with the policy and that both apprentices and employers will note the terms of liability.

## 2. Details of Policy

This policy has been reviewed in light of any and all known changes to the funding framework as specified by the Education and Skills Funding Agency (ESFA). In addition, the policy has been reviewed for consistency with other related and non-related apprenticeship policies and conforms to consumer protection and financial legislation.

The implementation of this policy is in accordance with the University's core values which are to be:

- Ethical
- Respectful
- Transparent
- Inclusive and fair
- Challenging
- Confident
- Collaborative
- Professional

The Apprenticeships [Tuition Fee Liability Policy](#) applies to all apprentices enrolled with the University.

**2.1** Apprentices are not personally liable to pay any tuition fees to the University whilst enrolled<sup>1</sup> on an apprenticeship. As such, apprenticeship students are not bound by the University's wider [Tuition Fee Refund and Debtor Policy - University of Wolverhampton \(wlv.ac.uk\)](#) whilst they continue to be enrolled on an apprenticeship.

**2.2** Where an apprentice either:

- leaves their employment but elects to continue studying the same qualification as a student
- or

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<sup>1</sup> Enrolled is defined as an active study status on an apprenticeship qualification.

- withdraws and re-enrolls (or transfers) from an apprenticeship to a non-apprenticeship route, they will be classed as a student and from that point will become liable for the tuition fees as specified in the University's [Tuition Fee Refund and Debtor Policy](#).
- 2.3** The contract between the University of Wolverhampton (as the apprenticeship training provider) and the employer of the apprentice will clearly set out that it is the employer who in all cases is liable to pay all tuition fees associated with the apprentice. As such it is the employer and not the apprentice who will be liable for any and all tuition fee debt through the apprenticeship levy.
- 2.4** Additional and optional course costs (not otherwise covered through the programme tuition fee e.g. field trips) will be the liability of either the apprentice or employer (dependent on any independent agreement between the two parties). The University of Wolverhampton will not arbitrate between the two parties where there is disagreement over liability, nor be liable for any outstanding debt.
- 2.5** At the point of application or enrolment, the apprentice may be asked to confirm and evidence that the employer has agreed to pay the tuition fees and provide confirmation that they are not in receipt of any other direct DfE funding during their apprenticeship including those funded by the Office for Students or a student loan.
- 2.6** If the employer is a non-levy provider (with an annual wage bill is less than £3million) they will normally be expected to make direct payments of 5% of the total cost of the apprenticeship on receipt of appropriate invoices.
- 2.7** If the employer is a levy provider with an annual wage bill that falls below the £3M threshold, they be expected to make direct payments to contribute to the total cost of the apprenticeship on receipt of appropriate invoices.
- 2.8** Employer must pay co-investment / out of levy in accordance with standard payment terms but this must be no later than the gateway point for their apprentices. Failure to make these payments will prevent apprentices from being entered for their End point assessment (EPA)
- 2.9** If the apprentice is made redundant within six months of the planned apprenticeship end date, the tuition fees will be funded through government co-investment. If the apprentice is made redundant more than six months from the planned apprenticeship end date, the fees will be funded through government co-investment for 12 weeks from the date they were made redundant. If a new apprenticeship employer is not found within 12 weeks, the apprentice will be withdrawn from the apprenticeship.
- 2.10** If the apprenticeship agreement with the employer is terminated, or the apprentice is made redundant with more than six months of the apprenticeship remaining and a new apprenticeship employer cannot be found within 12 weeks, the apprentice may be able to continue their studies on the enrolled programme; however, in these cases they will be classed as a student and not an

apprentice. This means they will be liable for any unpaid tuition fees. In such instances, the student will become bound by the university's [Tuition Fee Refund and Debtor Policy](#).

- 2.11 If the apprentice is prevented from progressing to the next level of their programme due to failing to achieve sufficient credit to do so, they will be required to step off their apprenticeship for the period required to retake and achieve the outstanding credit. The retaken credit will be chargeable in accordance with the University's wider [Tuition Fee Liability Policy](#) and it is the employer who will be liable for these fees.
- 2.12 The above are consistent with the latest [ESFA Apprenticeship funding rules](#) – this policy should be reviewed on an annual basis on publication of the revised funding rules for each academic year to ensure this consistency is maintained.
- 2.13 In line with the University's wider [Tuition Fee Refund and Debtor Policy](#), the University will withdraw IT and learning facilities in respect of tuition fee/academic debt (whether owed by the apprenticeship employer or the student). This will limit access to online resources and prevent the online the submission of assessment.

### 3. Our University Responsibilities in Relation To This Policy

The University has a responsibility to ensure that the policy is applied consistently and fairly for all apprentices. The University will have a clear rationale (supported by evidence) for any deviation from the policy for individual apprentices.

### 4. Your Responsibilities as an Apprentice or Employer in Relation to this Policy

All apprentices and employers of apprentices will note the terms stipulated and ensure compliance with them throughout the duration of the apprenticeship.

### 5. What To Do If You Need Support With This Policy

Further guidance and additional support on this policy can be sought from the Apprenticeship Operations department with the Registry Services directorate via [apprenticeshiphub@wlv.ac.uk](mailto:apprenticeshiphub@wlv.ac.uk).

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