

## ABM13: Non-Levy Employer Contributions Refund Policy

- 1.1 Non-levy eligible employers are required by Government to make a 5% or 10% contribution to the cost of the apprenticeship (where co-investment is mandatory, following the ESFA funding rules depending on when enrolled)
- 1.2 Payment is to be made in total, at the start of the learner's programme, unless five or more learners commence at the same time, when at the Directors' discretion payment terms may be agreed with the employer. Invoice will be sent directly to the employer from ABM administration team
- 1.3 If a learner withdraws during their apprenticeship training, then the fee will be pro-rata to the length of time on programme less a £35 administration fee
- 1.4 All refunds will be made at the discretion of ABM Training Ltd
- 1.5 Refunds will normally be paid by BACS within 28 days of authorisation of refund

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