VERSION NO:	TITLE:	ISSUE DATE:
1.0	Fees, Funding & Refunds Policy	01/08/2026
PLANNED REVIEW:	**PREPARED BY:**	**PLANNED REVIEW DATE:**
Annual	Andy Murphy, CEO	01/08/2027

Purpose and Scope

This policy explains how PEAK's apprenticeship training is funded, confirms that apprentices are not charged for their training, and sets out PEAK's approach to invoicing and refunds. It applies to all employers and apprentices enrolled with PEAK.

No fees to apprentices

In line with Department for Education funding rules, PEAK does not charge apprentices or learners any fee to undertake their apprenticeship training or assessment. Apprenticeship training is funded through the employer, either through the apprenticeship levy, government co-investment, or full government funding, depending on the employer and apprentice's circumstances.

How funding works

Employers who pay the apprenticeship levy fund training through their digital apprenticeship service account. Employers who do not pay the levy access government funding for the training, with an employer contribution, known as co-investment, payable on some programmes depending on the apprentice's age and the employer's circumstances.

Current funding shares change from time to time under the Department for Education's apprenticeship funding rules, which are published on GOV.UK and confirmed with each employer before enrolment. As at the date of this policy, most apprentices aged 16 to 24 at a non-levy employer are fully funded by government for training starting from 1 August 2026, while a co-investment contribution applies for apprentices aged 25 and over and in some levy-funded circumstances.

Levy-paying employers may also transfer unused levy funds to another employer, including PEAK's employer clients, to help fund a placement.

Invoicing employer contributions

Where an employer contribution or co-investment applies, PEAK will invoice the employer directly and separately from any government-funded element. Invoices are payable in line with the terms agreed at enrolment.

Refunds

In line with Department for Education funding rules, PEAK cannot refund any part of an employer's co-investment contribution once it has been paid, except where the refund relates to a genuine invoicing or administrative error by PEAK.

Where an apprentice withdraws or takes a break in learning before completing their programme, PEAK will confirm the funding and any invoicing position with the employer in writing, in line with the funding rules that applied when the apprentice started.

Monitoring and Review

This policy is reviewed annually to reflect the Department for Education's apprenticeship funding rules for the new funding year.