

## Invoicing Policy

### 1. Policy Statement

This Invoicing Policy sets out the processes for the issue, payment and retention of invoices. It also states the legal requirements for the content of the invoices.

### 2. Issuing of Invoices

1st for EPA will issue invoices at the end of the month. Invoices will include:

- The registration fee for all apprentice(s) registered on our portal, ACE360, during that calendar month.
- Any end point assessment (EPA) activity for the upcoming month, where that activity forms the final part of an apprentice's EPA.
- Any outstanding EPA activity that has not yet been invoiced, such as resits, re-takes or EPA that was booked and took place since the previous invoice was issued.

The invoice will be issued by email to the invoicing contact identified on the signed Contract.

Invoices will include:

- A unique invoice number
- 1st for EPA's name, address and contact details.
- The name and address of the customer for which the invoice is being raised.
- The date of the invoice.
- Invoice value total in GBP, with a breakdown of the charges, where applicable.
- Payment terms.
- 1st for EPA's Company Registration number.

### 3. Fees

All fees are set out in our Contract, including end point assessment fees, registration fees, cancellation fees and fees for resits and re-takes.

Standard fees for each standard are also published on our website on the relevant [page for each standard](#).

A separate fee of £5 (plus VAT) per Apprentice is payable at registration to Ace360 for use of the Ace360 portal. This is payable directly to Ace360 via <https://ace360.org/>. Ace360 operates its own terms and conditions of service and is not a part of 1st for EPA Ltd. These can be found at <https://ace360.org/terms-and-conditions/>.

1st for EPA Ltd's fees and the public funding determined by the Education and Skills Funding Agency (ESFA) are subject to review/change. The Training Provider will be given prior and reasonable notification of any changes to fees.

#### **4. Payment Terms**

1st for EPA's payment terms are 30 days from issue of invoice.

The Training Provider will not be held responsible for delays in payment caused by the failure of 1st for EPA Ltd to comply with the requirements of this policy.

#### **5. Retention of Invoices**

Invoices are retained for a minimum period of 6 years from the end of the last company financial year they relate to, in accordance with HMRC rules.

#### **6. Contact details**

If you wish to discuss any aspect of this policy and/or have a query relating to our fees or invoicing arrangements query, please contact [info@1stforepa.co.uk](mailto:info@1stforepa.co.uk).

#### **7. Policy Review**

This policy was last updated 2 February 2021. It will be reviewed annually and as legislation requires.