



## 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 gateway fee for all apprentice(s) submitted for gateway 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, Out of Hours fees 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. Fees for each standard are also published on our website on the relevant [page for each standard](#).

We review all our fees annually and publish the fees for apprentices undertaking and completing EPA within a set calendar year. 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 [finance@1stforepa.co.uk](mailto:finance@1stforepa.co.uk).

### 7. Policy Review

This policy was last reviewed 11 August 2023. It will be reviewed annually and as legislation requires.