



Appendix 4

Request for Payment and Statement of Compliance

Name of Land Based Pre-Apprenticeship Provider:.....

Request for Payment

By submitting this request for payment and Statement of Compliance, the Learning Provider is requesting payment of the following sums under the programme specification and conditions:

[Learning Provider to enter value of request for payment]

which represents (Provider to tick (√) only those payment(s) that are being requested):-

The Initial Payment	
The Start Payment	
The Outcome Payment	

The initial payment can only be paid once the Learning Provider has accepted, signed and returned the contract award; submitted to SDS a written forecast detailing starts/ spend and applied for a FIPS licence.

For any Start Payment request for payment and/or Outcome Payment request for payment, Learning Provider to insert the details of the named Pre Apprentices to whom the request for payment relates:-

Names:- [Recipient to insert]

Total participants claimed for	Start/ Outcome (delete as appropriate) payment per participant

All Pre Apprentices must be correctly registered on FIPS before claim is made
For the purposes of this statement, all terms contained in this statement shall have the meanings set out in the Specification and Conditions.

On behalf of the Learning Provider I represent, I hereby confirm that the above request for payment to SDS for the instalment of Contribution in relation to the above Eligible Programme Costs is properly due and has been used for its intended purpose(s) in accordance with the terms and conditions of the Programme. This request for payment and statement is supported by the records and evidence held and will be made available at SDS request

Signed:

Name in block capitals:

Position

Date: