

# 16 to 18 year old apprentice incentive claim form

Employers will receive additional incentive payments where they meet the eligibility criteria.

It is an employer's responsibility to check their organisation and apprentice eligibility status for any incentive payments according to [the 2016/17 funding rules](#) and declare this to the University using this form. Incentive payments are only made at set points, counted from the date the apprentice starts their apprenticeship.

Please fully complete this form and return it to [apprenticeships@shu.ac.uk](mailto:apprenticeships@shu.ac.uk) within four weeks, or earlier, but no later than ten weeks from your apprentice's enrolment on the University course.

Sheffield Hallam University Course:	<input type="text"/>	
Apprenticeship Standard:	<input type="text"/>	
Employer name:	<input type="text"/>	
Date of claim:	<input type="text"/>	
Name of the learner:	<input type="text"/>	
Date of birth of the learner:	<input type="text"/>	
Start date for the learner on the apprenticeship: (the apprentice's first day in class at the University)	<input type="text"/>	
Instalment of incentive being claimed for the 16 to 18 year old incentive payment:	<input type="checkbox"/> <b>FIRST (£2,700)</b> available 90 days after the start date of the apprenticeship	<input type="checkbox"/> <b>SECOND (£2,700)</b> available 365 days after the start date of the apprenticeship
Amount of incentive being claimed (in £) for the 16 to 18 year old incentive payment:	<input type="text"/>	
We hereby confirm that:		
<ul style="list-style-type: none"><li>• The information provided above is correct; and</li><li>• We have not previously made a claim for this incentive payment for the learner identified; and</li><li>• We have not previously received any monies in respect of this incentive payment for the learner identified.</li></ul>		
Duly authorised for and on behalf of the employer:		
Signature:	<input type="text"/>	Job title: <input type="text"/>
Name:	<input type="text"/>	Date <input type="text"/>