



Apprentice completion 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. The completion incentive payment is due only when the apprentice has successfully completed their end point assessment.

Please fully complete this form and return it to apprenticeships@shu.ac.uk within four weeks, or earlier, but no later than ten weeks from your apprentice's successful completion of the end point assessment.

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: <small>(the apprentice's first day in class at the University)</small>	<input type="text"/>		
Amount of incentive being claimed (in £) for the completion incentive payment:	<input type="text" value="£5,400"/>		
We hereby confirm that:			
<ul style="list-style-type: none">• The information provided above is correct; and• We have not previously made a claim for this incentive payment for the learner identified; and• We have not previously received any monies in respect of this incentive payment for the learner identified.			
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"/>