INSTRUCTIONS FOR APPLYING FOR SMALL BUSINESS PRACTICE INCENTIVE CONTRIBUTION FOR EDUCATION 2018 (SPICE)

Please read the following notes and the Frequently Asked Questions overleaf before completing the application form on Page 3.

SPICE (Small Practice Incentive Contribution for Education) aims to help small practices train CA students.

ICAS recognises that costs of training, both cash and opportunity cost, can be high for the smaller practitioner. To encourage firms which currently train to continue to do so and to bring firms which do not train into training, a contribution to the initial costs of training will be made.

Eligible are practices with 5 partners or less, which can apply for a reduction of £1,000 per student in the published course fee for all students starting at either Test of Competence or Test of Professional Skills, through the block release scheme.

This will be applied to those students starting TPS in 2018 or TC from September 2018, who have not been eligible for a SPICE grant previously.

Applications can be made once only, either at TC or TPS Level, and only for students who start their training in the intake year of 2018/19. Students from prior intake years are not eligible for the SPICE grant.

Once the application has been approved, a credit note will be raised, which will be offset against either the TC fees or the TPS fees for that student. If the application is made for a partially exempt student at TC Level whose total class fees are less than £1,000 a credit balance will remain on the ledger and will be offset against TPS class fees in the following year.

The deadline for applications is 31 October and credit notes will be offset against class invoices which are raised around the 15th of October.
FREQUENTLY ASKED QUESTIONS

1. **What if my firm has more than 5 partners, but I would still like to apply?**

   A firm with more than 5 partners must provide CA Education with confirmation that the student would not have been employed as a CA student without SPICE. This would be demonstrated by the firm confirming that the matter had been discussed and minuted at a reasonably constituted partners meeting.

   The matters discussed would be:

   - Why 1k outweighed the 50k cost of hiring another student
   - Whether the financial state of the company remained constant rather than expansion and more fee income generating the need for another student
   - That the student number in the firm exceeded historical precedent

2. **Can I apply for a SPICE contribution for more than one student?**

   If your firm fulfils the eligibility criteria and you are employing more than one CA student, you can apply for each student that you employ, who starts training with ICAS at either TC or TPS level in the current intake year.

3. **How will the contribution be made?**

   If your application is successful a credit note for £1,000 per student will be raised, which will be offset against class fees.

4. **Will I be eligible to apply at TC and TPS level?**

   The SPICE contribution will be paid only once during the student’s life at ICAS, either at TC level or at TPS level. If the student is partially exempt and their class fee at TC level is less than the £1,000 contribution, the difference between the class fees and the £1,000 contribution will be carried forward on the firm’s account to TPS level and thus offset against TPS class fees.

5. **How will I know that my application has been successful?**

   ICAS will send out a credit note itemising a SPICE contribution of £1,000 for each named student. You will also receive an itemised invoice for class fees. A statement of account can be supplied, if required.

6. **What if the student discontinues their course after I have received the contribution towards class fees?**

   If the SPICE contribution for a given student exceeds the TC or TPS class fees paid at the time the student ceases training, the credit balance will be written off. It cannot be offset against class fees for other students.

7. **Who do I contact if I have any further questions?**

   Hopefully we have answered most questions in this section. If you do have any further questions, you can contact Louise Hemmings on 0141 272 2610 or email lhemmings@icas.com.
SPICE APPLICATION FORM 2018

ICAS Student Number
(2018/19 intake)

Student Name

Name of Firm

Address

Number of Partners

Training Principal Name

Training Principal Signature

Date

Please return to:
Louise Hemmings
ICAS
2nd Floor
7 West Nile Street
Glasgow
G1 2PR
lhemmings@icas.com

Forms must be received by 31 October 2018

For Office Use Only:
Registered Training Contract  Approved ☐  IMIS Update ☐