

Educational Assistance Program

As part of "Insert Your Business Name Here" educational assistance program, "Insert Your Business Name Here" agrees to advance educational expenses for you to attend:

Course: "Insert Name of Course"

City, State: "Insert Location of Course"

Dates of Attendance: "Insert Dates of Course"

Total Expense Amount: \$#### (includes registration/tuition fees, travel expenses, and lodging to a maximum of \$####.)

In consideration of payment of these expenses, you agree to the following:

If you voluntarily terminate employment with "Insert Your Business Name Here" prior to completing the course, you will refund the entire amount of the educational expenses provided to you.

If you voluntarily terminate employment with "Insert Your Business Name Here" after completion of the course and prior to completing 12 consecutive months of active employment, you will refund the entire amount of the educational expenses provided to you.

If you voluntarily terminate employment with "Insert Your Business Name Here" after completion of the course and after completing 12 months of active employment but prior to completing 24 consecutive months of active employment, you will refund a prorated share of the educational expenses provided to you. The prorated amount will be based on the total amount of educational expenses provided divided by the percentage of time left in months that you did not continue working. For example, if you receive the maximum of \$5,250 for an educational course and work only 18 months after completion of the course, you will refund 25% of the \$5,250 or \$1,312 (six months not served divided by 24 months equals 25%).

If any action is brought to enforce any provision of this Agreement by "Insert Your Business Name Here", you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees.

This Educational Expense Agreement creates no contract of employment between you and "Insert Your Business Name Here". You may terminate your employment with this company at any time with or without cause, and "Insert Your Business Name Here" may terminate your employment at any time with or without cause.

Employee: _____

(Signature of Employee)

Employee's printed name: _____

Date: _____

"Insert Your Business Name Here"

Supervisor: _____

(Signature of Supervisor)

Supervisor's printed name: _____