**Contractual Training Agreement**

This training agreement is between NAME (EMPLOYEE) and NAME (Employer).

COMPANY NAME agrees to support your completion of the following course subject to the attached Terms and Condition:

Course title:

Start date:

Expected duration of the course:

\*I confirm I have read and understood the attached Contractual Terms & Conditions surrounding my Training Agreement and will fully cooperate with the agreement

\*Signed (Employee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Printed name (Employee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of (Employer)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractual Terms & Conditions**

**Training Agreement**

Expenditure:

1. £ Course fees

Payments:

1. All payments will be made directly to the professional body, where this is not feasible receipts must be produced for any recognised study material and these costs will be reimbursed through your normal pay.

Study Leave:

1. The company will allow study leave on days where an exam is taking place in addition to Annual Holiday Entitlement.
2. Exam notification i.e. exam letter/email must be given to the employer at the time of booking.

Training Claw-back:

Each annual block of Training will be assessed separately from date of final exam.

Less than one year after completion of training – 100% Cost Payback.

Between 1 year and 1 year 6 months after completion of training – 75% Cost Payback.

1 year 6 months but less than 1 year 9 months after completion of training – 50% Cost Payback.

1 year 9 months but less than 2 years after completion of training – 25% Cost Payback.

After 2 years of completing the course the training agreement will be exhausted with no payback necessary.

In the event of my failure to pay, I agree that my employer has the right as an express term of my contract of employment to deduct any outstanding amount due under this agreement from my salary or any other payments due to me on the termination of my employment in accordance with the legislation currently in force.

<Insert Company Name> will notify the employee in writing of any outstanding balances remaining after this to come to a suitable payment arrangement on recovering the cost.