



Repayment of Training Funds



Repayment of training costs agreement between:

[name of employee] (the 'employee'); and

[name of [school/academy/Trust]] (the 'employer')

To enable the employee to participate in and attend [insert sufficient details of the course to identify it, including start and end dates] ('the training course'), the employee and the employer agree as follows:

1. The employer will pay the following costs associated with the training course:
 - (a) Course fees [amounting to £xx]
 - (b) Examination fees
 - (c) [Time off work to allow the employee to attend the course [and examinations] within working hours which will be paid at the employee's contracted salary]
 - (d) [Costs of necessary course materials, limited to text books [any other course materials]]
 - (e) [Travelling expenses to enable the employee to attend the course]
2. The employer and the employee recognise that the training course is an investment by the employer in the skills of the employee. This agreement is therefore necessary to provide reasonable protection of the employer's investment.
3. The employee agrees that if their employment with the employer terminates after the employer has incurred liability for the cost of the employee attending the training course, the employee will be liable to repay some or all of the total costs set out in paragraph 1 as detailed in paragraph 5. The employer will inform the employee of the amount owed.
4. If the employee ceases employment with the employer within 3 years of the completion of the training course, they agree to repay the employer as follows:

Employee leaves employer	Percentage of total costs to be repaid by the employee
Before/during the training course where the employer has incurred liability for any costs	100%
After completion of the training course and less than 12 months	100%
More than 12 months and less than 24 months	50%
More than 24 months and less than 36 months	25%

5. The employee shall not be required to repay any of the costs under this agreement if the employer terminates the employment, except where it was entitled to and did terminate the employment summarily.
6. The employee agrees to the employer deducting any sums owing to the employer under this agreement from their final salary or any outstanding payments due to them. In the event that the total sums owing cannot be deducted from their final salary, repayment is due within a maximum of 3 months.
7. If the employee fails to make any payment due on or before the date payment is required, interest shall run from that date at the rate of []% per annum and accrue daily.

I, [NAME OF EMPLOYEE], by signing below agree and will comply to the terms as set out above in this agreement:

.....
[Name of employee]
Signed by the Employee

.....
Signed by [name, job title] for and on behalf of the Employer