THIS AGREEMENT is made on [DATE]

**PARTIES**

1. [COMPANY NAME] Limited whose registered office is at [ADDRESS] (the **Employer**); and
2. [EMPLOYEE NAME] of [ADDRESS] (**you**).

THE PARTIES AGREE:

1. **Training courses**

The Employer will:

* 1. enrol you on the following training course(s):
     1. [NAME]; and
     2. [NAME] (the **Courses**)
  2. pay the cost of the Courses, being a total of £[AMOUNT] (the **Fees**).

1. In consideration for, and as a condition of, the Employer’s obligations in clause 1, you agree:
   1. to attend the Courses diligently and apply the whole of your energies during the Course to the acquisition of the skills and knowledge taught or otherwise made available in connection with the Courses and to the successful achievement of all work set in connection with the Courses; and
   2. to permit the Employer to enquire of the provider of the Courses as to your progress and attendance at the Courses.
2. **Repayment of course fees**
   1. In consideration for the Employer’s agreement to Fees, you agree that, if you should cease employment with the Employer (except as mentioned in clause 3(b)) within 12 months of you having completed the Courses, you will reimburse to the Employer (and the Employer will be entitled to recover all or part of such sum by deduction from any salary payable to you or any other sum due to you from the Employer) the appropriate percentage of the Fees:
      1. if your employment ceases during the Courses or within 6 months after its completion, the appropriate percentage is 100%;
      2. if your employment ceases between 6 and 9 months after the completion of the Courses, the appropriate percentage is 75%; and
      3. if your employment ceases between 9 and 12 months after the completion of the Courses, the appropriate percentage is 50%.
   2. You will not be liable to make any reimbursement to the Employer under this Agreement if the termination of your employment is as a result of:
      1. your resignation, in circumstances where you are entitled to treat yourself as constructively dismissed and you resign as a result;
      2. your dismissal, other than in circumstances where the Employer is entitled to and does dismiss you summarily.
   3. If the Employer waives the repayment of all or part of the Fees, you agree that you will be responsible for paying any income tax and/or employee’s national insurance contributions payable as a result of the waiver and to indemnify the Employer in full on a continuing basis on demand for any liability for such tax and/or employee’s national insurance contributions.

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| This Agreement has been entered into on the date stated at the beginning of it. |

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| Signed by a director for and on behalf of [COMPANY] |  | ....................  Director |
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| Signed by [EMPLOYEE] |  | .................... |
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