

**Private & Confidential**

## **Educational Sponsorship Agreement**

Further to recent discussions, I am pleased to confirm that the company has agreed to support your 2-year part time [REDACTED]. As advised the total cost of the course is £6,336 which the Company has agreed to pay on your behalf.

It is my understanding that you will commence the course in October 2021 and it is anticipated you will complete your studies by October 2023.

As agreed, you will continue to work full-time hours and request one day a week as unpaid leave to attend classes as and when required.

The Company will consider the date of the completion of the course to be the date on which you receive official confirmation that you have successfully completed all assessments. Please let us know when you have completed the final assessment.

You will appreciate that this course is a valuable qualification and represents a considerable financial commitment by the Company on your behalf. As such, we hope you will agree it is fair that the Company should benefit from your enhanced knowledge both during your studies and for a period of time following completion of your studies.

The terms of this agreement are set out below. Please confirm your acceptance of these terms by signing the agreement on page 3 of this letter and return it to us as soon as possible.

### **Attendance**

You are required to attend all classes, unless you are signed off work by a doctor or there are exceptional circumstances and prior agreement for your non-attendance has been approved by your-Line Manager. Failure to attend part of the course could result in withdrawal of Company sponsorship and you could be requested to refund the money to the Company.

You will be also expected to demonstrate the appropriate level of commitment and success during your sponsored studies. Progress will be monitored by your Line Manager and, if results are poor

or application is lacking, sponsorship of your further years may be withdrawn depending on the circumstances.

### **Time-off to Attend Courses**

You will undertake classes in your own time. When taking an exam/professional interview as part of a course of study, you will be granted paid time off for study leave of the equivalent length of the exam, i.e. for a one day exam, one day's prior study leave will be granted.

### **Financial Assistance**

The Company has agreed to cover the cost of the following:

- Course Fees

will contribute £3,168 per year.

As agreed, you will pay your course fees directly to the University and claim the costs through expenses in line with the company expenses policy.

In total will contribute £6,336 towards course fees over a 2 year period.

### **Repayment of Fees**

If you should cease employment with of your own volition, for any reason other than redundancy, you undertake to repay the Company the course fees, in accordance with the scale of repayment below. The course fees may be recovered by the Company in whole or part in deduction from the payment to the Company from yourself.

You will be required to repay 100% of the costs paid by towards the course if:

- You fail to make satisfactory progress towards the achievement of the qualification, or withdraw from the programme prior to completion of the course; and/or
- You leave at any time during the course

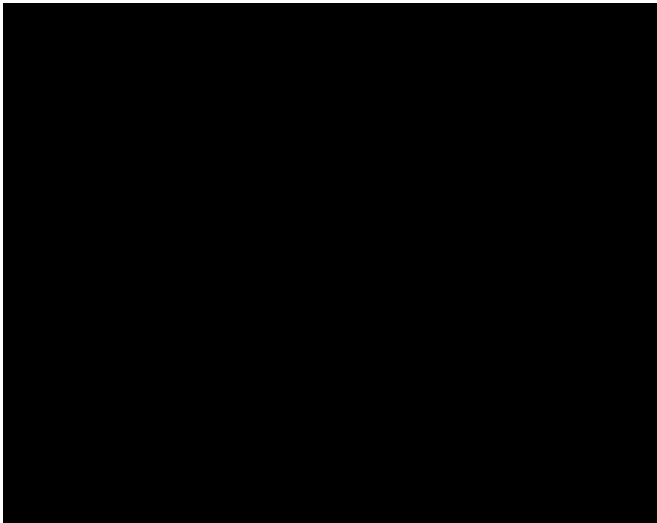
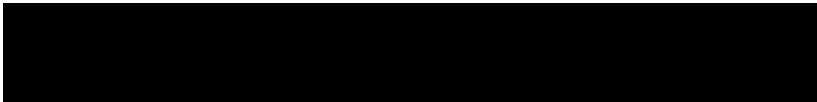
Thereafter, you will be required to repay towards the costs if you leave :

- Within 12 months following completion of the course – 100% of the costs
- Within 24 months following completion of the course – 50% of the costs

We reserve the right to ask for repayment directly to the Company or to deduct the appropriate amounts through payroll. Where you are required to repay fees due to leaving , full repayment of the amount owed under this agreement will be expected no later than the expected leave date.

Please be assured that we will provide you with support and advice during your studies. If you experience any difficulties with conflicting work/study priorities throughout the duration of the course, then please discuss them with your Line Manager.

I would like to wish you the best of luck on the course and we look forward to congratulating you on your forthcoming success in attaining your qualification and in reaping the mutual benefit this will provide to you and others in .



---

I clearly understand the terms of the agreement, and I agree to be bound by all the conditions mentioned in the letter.

Signed: .....

Date: .....