EDUCATIONAL OPPORTUNITIES AND ASSISTANCE POLICY

<Organization Name> encourages the educational training and retraining of its employees. Where an employee wishes to pursue educational opportunities that will enhance their abilities as they relate directly to their current position or to a position they may advance into, and also benefits the company, the employee may request financial support from the employer.

<Organization Name> has adopted this policy to help us provide our employees with the support required for their professional growth.

POLICY

<Organization Name> offers employees [Insert $] annually for training and education opportunities, subject to the conditions listed below. Educational assistance may be provided in the following cases:

**Employer Suggested/Directed**

● Where the company identifies the need and/or requirement for further educational training and either directs or suggests an employee undertake said training.

● The employer will pay the full cost of the training and direct associated costs of taking the training, up to [Insert $] annually.

● Associated costs must be pre-approved by the employer and may include, but are not limited to books, materials, travel costs, parking, lodging, etc.

● Wherever possible, the costs for the education will be paid directly to the institution by the employer.

● Reimbursement for expenses will be provided upon receipt of original documentation/receipts to validate expenses

* <Organization Name> may also provide the [Insert $] towards the cost of annual memberships that are relevant to the employee’s position.

**Employee Request**

● Employees may request education assistance for courses, certifications, or licences.

● The employee must show how the educational opportunity enhances their abilities as it relates directly to their current position or to a position they may advance into and benefits the company.

● Employees must provide a full list of estimated costs and proof of said cost upon application.

● Employees must also provide justification for any required time away from work that specifically relates to the educational opportunity.

  **Terms of Educational Assistance**

● Upon agreement to an employee proposal for an educational opportunity, the employer may agree to pay the cost (up to [Insert $]) as set out in the proposal.

* The employer reserves the right to request and/or offer an alternative plan before agreeing.

**Reimbursement of Costs to the Employer**

In the following cases the employee will be required to reimburse the employer for all or a portion of the costs of an approved educational opportunity:

● Should the employee not maintain regular attendance throughout the course of the educational program.

● Should the employee fail (e.g., course mark requirements) or fail to complete the educational program.

● Should the employee decide to leave <Organization Name> during the period of the educational program.

* Should the employee decide to leave <Organization Name> within [Insert X e.g, 1 year]upon completion of the educational program, it will be the responsibility of the employee to repay all of the training costs incurred

**Educational Assistance Agreement**

<Organization Name> requires all employees who are approved for educational support to first sign an agreement which will include the following:

● Provisions made for educational assistance, e.g., payment of tuition, work schedule changes, etc.

● The requirements for submission of grades, and proof of completion.

● Deadlines for the submission of pertinent information, e.g., request for reimbursement, grades, etc.

● Consequences for the failure (course grade requirements), or completion of the course.

● Work obligations, if required.

● Conditions under which repayment for educational assistance may be required.

ACKNOWLEDGEMENT AND AGREEMENT

I, the undersigned, understand and acknowledge that <Organization Name> will only cover the cost of my training if I pass my course or certification and remain an employee of <Organization Name> for one [Insert X e.g, 1 year] following the completion of the course.

Further, I acknowledge and agree that I will be required to repay <Organization Name> the full cost or a portion of the cost of my training courses if I do not pass the courses and/or if I do not remain an employee with <Organization Name> for at least [Insert X e.g, 1 year] post completion of the educational training.

Total cost of the training course: $XXXX

Cost of the training loan (which is the amount of the course X 1% interest as required by the CRA): $XXXX

Total loan cost divided by the number of paycheques in the [Insert XX-XX] months after the completion of the course: $XXXX amount off each paycheque

Employee Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Employer Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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