



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

## Repayment of training costs agreement

**Repayment of training costs agreement between:**

= (the 'employee'); and

xx School/Bi-Borough Inclusion Service (the 'employer')

To enable the employee to participate in and attend **\*\*\***(specify CPD) trainer on the **\*\*\*** (date) , the employee and the employer agree as follows:

1. The employer will pay the following costs associated with the training course:
  - (a) Course fees [£\*\*]
  - (b) 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 4. The employer will inform the employee of the amount owed.
4. If the employee ceases employment with the employer within 2 years of the completion of the training course, they agree to repay the employer as follows:

<b>Employee leaves employer</b>	<b>Percentage of total costs to be repaid by the employee</b>
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]%

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.

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 10 % per annum and accrue daily.

I, \*\* by signing below agree and will comply to the terms as set out above in this agreement:

..... Date .....

[Name of employee]

Signed by the Employee

=

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