



Employee Training Reimbursement Agreement

Date Agreement commenced: _____ Employee Name: _____

Training Requested _____

Date of Training: _____

Amount Invested by Lifetime Networks: _____

Amount invested by Employee: \$0 _____

The employee training reimbursement agreement is entered into by and between Lifetime Networks and _____.

Lifetime Networks has agreed to provide external training to the employee. Lifetime Networks will provide support for the training as well as accommodation if needed, however all meal costs are at the expense of the employee. The employee understands that they will be required to reimburse any training costs incurred by Lifetime Networks if the employee terminates employment before the length of time indicated on the grid below **or if the employee fails to complete the training**. This includes all costs incurred in relation to the training fees, exam fees, travel, books, etc. The employee will repay Lifetime Networks in the form of a deduction from salary/payroll in the period prior to the date of termination of employment or prior to discontinuance of the course.

Full repayment is based on the table below:

- An investment by Lifetime Networks of \$100 and Under – Employee commits to 7 months of employment following completion of the training.
- An investment by Lifetime Networks of \$101-\$500 – Employee commits to 12 months of employment following completion of the training.
- An investment by Lifetime Networks of \$501-\$1000 – Employee commits to 18 months of employment following completion of the training.

Both the employee and Lifetime Networks sign to agree to the above contract.

Sarah Leangen
Human Resources Facilitator

Employee Signature

Date Signed