Dear [***name***]

**Repayment of training fees agreement**

We have agreed that you can attend the following training course: [***insert course title***] (the **Course**). The Course lasts for [***insert duration***]. The expected outcome of your attendance on the Course is [***insert any outcome expected including any qualification which may be gained***].

We have agreed to cover the fees for you attending the Course. These costs are [***insert cost***].

Should you fail, following [***insert period of time***] [a reasonable period of time], to achieve any pass mark necessary to successfully complete the Course, we reserve the right to remove you from the Course.

Subject to the exception set out below, if you leave our employment during the Course or at any time in the [2 years] following completion of the Course then you agree to repay the course fees incurred by the Company (or a proportion of them), together with any expenses incurred by us (whether directly or indirectly) in facilitating your attendance at the Course (**the Costs**) on the following basis:

* if you cease employment before you attend the Course but we have already incurred liability for the Costs, [100]% of the Costs or such proportion of the Costs that we cannot recover from the course provider shall be repaid;
* if you cease employment during the Course or within [xx months] of completing the Course, [100]% of the Costs shall be repaid;
* if you cease employment more than [xx months but no more than xx months] after completion of the Course, [50]% of the Costs shall be repaid;
* if you cease employment more than [xx months but no more than xx months] after completion of the Course, [25]% of the Costs shall be repaid.

Thereafter, no repayment shall be required.

You shall not be required to repay any of the Costs if the reason for your employment ending is redundancy.

You agree that we can satisfy the repayment provisions set out above by way of deduction from your wages and any other sums otherwise due to you from us. Any remaining outstanding amounts are repayable within four weeks of your termination date.

Yours sincerely

[***name***]

For and on behalf of [***employer***]

I confirm that I have read the above letter and agree to the terms contained therein.

Signed ……………………………………

 [***name***]

Dated …………………………………