

## Education Expense Agreement

**Course:** \_\_\_\_\_

**College/University:** \_\_\_\_\_

**Dates of Attendance:** \_\_\_\_\_ to \_\_\_\_\_

**Total Expense Amount:** \$ \_\_\_\_\_ (includes registration, tuition, fees, required books and other materials to a maximum of \$2,500.00).

As part of ENPOINTE's educational assistance program, ENPOINTE agrees to advance educational expenses for you to attend the courses outlined above.

In consideration of payment of these expenses, you agree to the following:

If you are unable to complete these courses and/or do not receive a passing grade, you agree to give the full refund to ENPOINTE of expenses associated with the courses not completed and/or passed.

If you voluntarily terminate employment with ENPOINTE prior to completing the courses, you will refund the entire amount of the educational expenses provided to you.

If you voluntarily terminate employment with ENPOINTE after completion of the course and prior to completing twelve consecutive months of active employment, you will refund the entire amount of the educational expenses provided to you.

This educational expense agreement creates no contract of employment between you and ENPOINTE. You may terminate your employment with the company at any time with or without cause, and ENPOINTE may terminate your employment at any time with or without cause.

**Employee name:** \_\_\_\_\_ **Supervisor name:** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_ **Supervisor signature:** \_\_\_\_\_

**Human Resource Manager name:** \_\_\_\_\_

**Human Resource Manager signature:** \_\_\_\_\_