

Educational Expense Agreement



You recently requested approval for advance payment of expenses for an educational course. In accordance with our educational assistance policy, you must complete the following Educational Expense Agreement and submit it to your immediate director. You will be informed of a decision on your request no later than two weeks from the date of submission of this Agreement.

If you have any questions regarding our Educational Expense policy or this Agreement, please contact you school director.

As part of YPW Spanish Immersion School educational assistance program, YPW Spanish Immersion School agrees to advance educational expenses for you to attend:

Course: _____

Sponsor or College/University: _____

City, State: _____

Dates of Attendance: _____ to _____

Total Expense Amount: \$_____

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

If you are unable to complete this course due to what the school considers extenuating circumstances (such as your illness or the illness of a family member) and you receive a tuition or materials refund, you agree to give the full refund to the school via personal check or it will be withdraw from your payment within one week of receipt.

If you voluntarily terminate employment with YPW Spanish Immersion School prior to completing the course, you will refund the entire amount of the educational expenses provided to you. The school will withdraw the entire amount of the educational expense from your paycheck.

If you voluntarily terminate employment with YPW Spanish Immersion School after completion of the course and prior to completing 12 consecutive months of active employment, you will refund the entire amount of the educational expenses provided to you. The school will withdraw the entire amount of the educational expense from your last paycheck.

If any action is brought to enforce any provision of this Agreement by YPW Spanish Immersion School, you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees.

This Educational Expense Agreement creates no contract of employment between you and YPW Spanish Immersion School. You may terminate your employment with this company at any time with or without cause, and YPW Spanish Immersion School may terminate your employment at any time with or without cause.

I have received, read and been given the opportunity to ask questions regarding this agreement.

Employee: _____

(Signature of Employee)

Employees printed name: _____

Date: _____

YPW Spanish Immersion School

School Director: _____

(Signature of Director)

School Director Printed Name: _____

Date: _____