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# Training & Tuition Fee Agreement

(Practice Name) is committed to investing its resources in the training and development of its employees. As such, (Practice Name) promotes the attainment of marketable skills by sponsoring eligible employees through hands on, in-house training and external programs.

(Practice Name) has a reasonable expectation that the employee participating in training will apply the knowledge and skills gained on the job, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the learned skills in the work environment.

Considering the significant investment that training represents, (Practice Name) will seek assurances, in the form of this agreement, to ensure that the employee will not leave for another employer before the cost of the training is amortized. As such, the employee signing this agreement agrees to continue his/her employment with (Practice Name) for a minimum period of (XX months/years), commencing from the completion date of the training.

## Repayment Terms

If an employee voluntarily leaves the organization within (XX months/years) of completing the training, the employee will be required to repay the cost of training on a pro-rated basis.

Be it understood that the amount of the agreement will not exceed the cost of the training program. (Practice Name) will reduce the value of the training bond at fixed intervals as the employee works off his or her obligations during the post-training period as outlined below.

Employment Ending Within	Percentage of Repayment
6 months of completion	100% repayment
12 months of completion	75% pro-rated
18 months of completion	50% pro-rated
24 months of completion	25% pro-rated

The employee must sign and agree that in the event that the employment relationship is severed by the employee, before such training costs have been amortized, the employee will be required to repay the amount owed directly or sign a payroll deduction agreement in accordance with provincial legislation. Where an employee refuses to repay the amounts owed to (Practice Name), the company will pursue repayment through legal means. If the employee is found culpable, (Practice Name) will also seek repayment of the legal fees incurred.

## Training Costs

Training Opportunity	Employer Cost
Off-Site Training (XX hours)	
Course: Name XYZ	

## Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the terms and conditions of this Training Bond Agreement. I shall indemnify (Practice Name) in the case of leaving its employment before the minimum period of service agreed upon in this bond.

Furthermore, I, (Employee Name) agree that in the event that I sever our employment relationship, I will repay the amount owing to the organization upon termination of the employment contract.

Name:	
Signature:	
Date:	
Witness:	