# [EMPLOYER NAME]

## EMPLOYEE EDUCATION SPONSORSHIP AGREEMENT

This Employee Education Sponsorship Agreement ("Agreement") is entered into on this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by and between:

Employer: [Employer Name]

Address: [Employer Address]

("Employer")

and

Employee: [Employee Name]

Address: [Employee Address]

("Employee")

Collectively referred to as the "Parties."

### 1. Purpose

The purpose of this Agreement is to set forth the terms under which the Employer will pay for the Employee to enroll in the University of North Dakota’s non-credit Nutrition and Foodservice Professional Training Program and the conditions of continued employment related to that payment.

### 2. Course Information

- Institution: University of North Dakota (UND)

- Course Title: Nutrition and Foodservice Professional Training Program

- Start Date: [Start Date]

- End Date: [End Date]

- Total Cost Covered: $[Amount] payable to UND plus the $[Amount] cost of textbooks that are purchased directly through the Association of Nutrition and Foodservice Professionals.

### 3. Employer’s Obligations

The Employer agrees to pay the full tuition/course fee directly to the institution or reimburse the Employee upon satisfactory proof of payment, in the amount of $[Amount], for the course listed above. The Employer also agrees to pay the cost of textbooks directly to the Association of Nutrition and Foodservice Professionals or reimburse the Employee upon satisfactory proof of payment, in the amount of $[Amount].

### 4. Employee’s Obligations

The Employee agrees to:

- Complete the course in good standing, including all required assignments and attendance.

- Maintain an active FERPA form that allows UND to release course progress information to the Employer upon request.

- Remain employed with the Employer for a minimum of twelve (12) months following successful completion of the course ("Service Period").

### 5. Repayment Clause

If the Employee voluntarily resigns, is terminated for cause, or revokes the FERPA form before completing the Service Period, the Employee agrees to repay the Employer the full amount of the sponsorship, on a prorated basis according to the number of months completed during the Service Period.

Repayment Schedule Example (if leaving before full year):

- 0–3 months: 100% repayment

- 4–6 months: 75% repayment

- 7–9 months: 50% repayment

- 10–11 months: 25% repayment

- 12 months: No repayment required

Repayment shall be made within thirty (30) days of the termination date, unless otherwise agreed in writing.

### 6. Tax Responsibility

The Employee understands and agrees that they are solely responsible for any tax implications associated with the Employer's sponsorship, unless otherwise stipulated by applicable law.

### 7. No Guarantee of Promotion or Salary Increase

Participation in the sponsored course does not entitle the Employee to any guarantee of promotion, salary increase, or change in position.

### 8. Entire Agreement

This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions or agreements, whether oral or written, regarding the subject matter herein.

### 9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of [State].

### 10. Amendment

Any amendment or modification to this Agreement must be in writing and signed by both Parties.

### 11. Signatures

Employer Representative:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_