# [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 Employee will pay for and complete the University of North Dakota’s non-credit Nutrition and Foodservice Professional Training Program, and the conditions under which the Employer will reimburse the Employee.

### 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. Employee’s Obligations

The Employee agrees to:

- Pay for the course and textbooks upfront and complete it in good standing.

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

- Submit satisfactory documentation of course completion and proof of payment.

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

### 4. Employer’s Obligations

The Employer agrees to reimburse the Employee for the full tuition/course fee, and textbook costs, up to $[Amount], upon successful completion of the course and receipt of:

- Documentation showing successful course completion.

- Proof of payment by the Employee.

### 5. Repayment Clause

If the Employee voluntarily resigns, is terminated for cause, or revokes the FERPA form before completing the Service Period, the Employer will not reimburse the Employee for the costs of the program and textbooks.

### 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_