

## EDUCATIONAL EXPENSE AGREEMENT

You recently requested approval for payment of expenses for an educational seminary level course. In accordance with our Educational Assistance Policy, you must complete the following Educational Expense Agreement and submit it to your immediate Overseer. You will be informed of a decision on your request by Human Resources 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 Human Resources.

As part of Fellowship Bible Church's Educational Assistance Program, Fellowship Bible Church agrees to advance educational expenses for you to attend:

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

Seminary: \_\_\_\_\_

City, State: \_\_\_\_\_

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

Total Expense Amount: \$\_\_\_\_\_ (Not to exceed \$5,000 per year)

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

- If you are unable to complete this course due to what Fellowship 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 Fellowship via personal check within one week of receipt.
- If you voluntarily terminate employment with Fellowship Bible Church prior to completing the course, you will refund the entire amount of the current educational expenses provided to you.
- If you voluntarily terminate employment with Fellowship Bible Church after completion of the course and prior to completing twelve consecutive months of active employment, you will refund the entire amount of the current educational expenses provided to you.
- If you voluntarily terminate employment with Fellowship Bible Church after completion of the course and after completing six months of active employment but prior to completing 12 consecutive months of active employment, you will refund a prorated share of the current educational expenses provided to you. The prorated amount will be based on the total amount of educational expenses provided divided by the percentage of time left in months from one year that you did not continue working. For example, if you receive \$2,500 for an educational course and work only nine months after completion of the course, you will refund 25% of the \$2,500 or \$625 (three months not served divided by 12 months equals 25%).



This Educational Expense Agreement creates no contract of employment between you and Fellowship Bible Church. You may terminate your employment with Fellowship at any time with or without cause, and Fellowship may terminate your employment at any time with or without cause.

Employee: \_\_\_\_\_

Agreed to by: \_\_\_\_\_

(Signature of Employee)

Employee's printed name: \_\_\_\_\_

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

**Fellowship Bible Church**

Immediate Overseer: \_\_\_\_\_

(Signature of Overseer)

Overseer's printed name: \_\_\_\_\_

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

Human Resource Director: \_\_\_\_\_

(Signature of Human Resources Director)

Human Resources Director printed name: \_\_\_\_\_

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