

Dave's Car Care Inc.

AGREEMENT re: TRAINING COSTS

TERMS & CONDITIONS

- A. Dave's Car Care, Inc. will incur costs on behalf of an employee who attends certain training courses/programs/workshops. Costs may include, but are not limited to, registration/tuition/fees, travel expenses, meals, ground transport, and lodging.
- B. The total of such costs is typically in the range of \$_____ to \$_____. An itemized statement of the costs incurred by Dave's Car Care, Inc. for an employee who attends certain training courses/ programs/workshops will be calculated and provided to the employee following his/her return from the training course/program/workshop and after the itemized receipts he/she must provide are processed. To assist the employee in understanding the estimated costs that will be incurred by Dave's Car Care, Inc. for him/her to attend the _____, an Estimate of the costs is attached.
- C. Each employee for whom Dave's Car Care, Inc. incurs Training Costs is financially responsible those such costs, except to the extent that the costs are forgiven over a 52 calendar week time period.
- D. Beginning on the first payday following the calculation of the total costs of a training course/program/workshop, Dave's Car Care, Inc. will forgive an amount equal to 1/52nd of the costs, rounded up to the nearest whole dollar amount. Forgiveness will continue for 51 additional paydays. The last/final amount to be forgiven (on the 52nd payday) will be for the balance of the costs. The balance is the total costs, less the total of the amounts forgiven on the 1st – 52nd paydays.
- E. If an employee for whom Training Costs are incurred ends his/her employment with Dave's Car Care, Inc for any reason while having a balance due (balance due equals the total costs less any amount forgiven), the employee must reimburse Dave's Car Care, Inc for the balance due. The balance due will be deducted from the employee's final paycheck. If the balance due exceeds the amount of my final paycheck, the employee must make a final payment, in-full, to Dave's Car Care, Inc within 15 calendar days of receiving an itemized statement of the balance due.

EMPLOYEE CERTIFICATION: PLEASE READ CAREFULLY BEFORE SIGNING BELOW

- A. I have read the Terms & Conditions (A. – E.), above, understand them, and agree to them. I understand that any questions I may have regarding the Terms & Conditions of this Agreement should be addressed to the President/CEO.
- B. I understand and agree that Dave's Car Care, Inc requires me to reimburse it for Training Costs, except to the extent that the costs are forgiven over a 52 calendar week time period.
- C. I understand that I will receive an itemized statement that identifies the total of the Training Costs incurred by Dave's Car Care, Inc on my behalf after itemized receipts are processed. I understand that at any time I can request and will be provided an itemized statement of the balance due.
- D. I understand and agree that if my employment with Dave's Car Care, Inc terminates, for any reason before the total amount of the Training Costs incurred on my behalf have been forgiven, I must reimburse to Dave's Car Care, Inc the balance due. I understand and agree the balance due equals total Training Costs, less the total forgiven. I authorize Dave's Car Care, Inc to deduct from my final paycheck the balance due, if any, for Training Costs. If the balance due exceeds the amount of my final paycheck, I agree to pay the balance due, in-full, to Dave's Car Care, Inc within 15 calendar days of receiving an itemized statement of the balance due.

Employee Signature

Employee Printed Name

Date Signed

attachment: estimate of Training Costs

When signed, original to Dave's Car Care Inc. and copy to the employee

Dave's Car Care, Inc

CALCULATION OF ACTUAL TRAINING COSTS based on itemized receipts AND CALCULATION OF AMOUNT TO BE FORGIVEN each weekly payroll period

Training course/program/workshop for which expenses were incurred: _____

Dates and location of Training course/program/workshop: _____

Item	Date(s)	Airfare	Lodging	Meals	Ground Transport	Registration/ Tuition/Fees	Other	Description	TOTAL
1									
2									
3									
4									
5									
6									
7									
8									
TOTAL, ACTUAL =									

TOTAL, ACTUAL / 52 weekly payroll periods (rounded up to the nearest dollar) = \$ _____; the amount to be forgiven each weekly payroll period

EMPLOYEE CERTIFICATION: PLEASE READ CAREFULLY BEFORE SIGNING BELOW

By my signature below, I agree that the Total, Actual amount above for the costs incurred by Dave's Car Care, Inc for the training course/program/workshop I attended is accurate and complete. I agree that the dollar amount to be forgiven each weekly payroll period is the Total, Actual amount divided by 52 weekly payroll periods (rounded up to the nearest dollar) and is accurate. I understand that Dave's Car Care, Inc. will forgive, starting with the payroll period that begins following the date of my signature, the amount shown. I understand that at any time I can request and will be provided an itemized statement of the balance due.

Employee Signature _____ Employee Printed Name _____ Date Signed _____

When signed, original to Dave's Car Care Inc and copy to the employee