



## Service Agreement for Academic Training

I, \_\_\_\_\_, presently employed as

(Employee Name)

\_\_\_\_\_ with Allegany Arc, agree to repay Allegany Arc the sum

(Position / Title)

of \$ \_\_\_\_\_, which I received as reimbursement for academic training, should I

resign or be terminated from employment with Allegany Arc prior to \_\_\_\_\_.

(Agreement Date)

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

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

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chief Executive Officer Signature)

\_\_\_\_\_  
(Date)

This form should be submitted to Staff Director along with grades for courses to be reimbursed, and an expense sheet for the amount of reimbursement. The Director will forward to CEO for final approval.