

Course Sponsorship

From: [Name of Employee]

To:

In consideration of the Company sponsoring me to the following course:

Course Title : _____

Organising Institution: _____

Length of Course : _____

Commencement Date : _____ Course : _____
Fee _____

I agree that the Company shall pay the fee on condition that I shall:

1. diligently pursue and successfully complete the course;
2. in the event of my failure to pass the examinations, if any, repeat the course at my own expense if so required by the Company;
3. not default by not attending classes and shall achieve at least 75% attendance;
4. not leave the service of the Company before the completion of the course;
5. on completion of the course serve a _____-year bond with the Company. The bond period will begin usually on the last day of the course, unless under circumstances as prescribed in the Company Training Policy.

I, _____, I/C No.: _____
_____ hereby undertake to reimburse the Company full paid up fee and any other costs, including liquidity damages incurred in accordance to the Company Training Policy, if I fail to observe any of the above-mentioned conditions.

Signature of Employee : _____

Address : _____

Date : _____

Signature of Witness : _____

Name : _____

I/C No. : _____

Address : _____

Date : _____