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| Operating FormCanada & Bermuda Territory | | | **N:\A - Personal\Locker\Personal\Pictures\Graphics\SA\Shield & Crest\SA_GivingHopeToday_red_hor_lrg_rev_black.jpg** |
| **Form:** | Agreement - Education and Training | | |
| **Policy:** | Education and Training | OP Number | SR 05.001 |

**Declaration of Accountability**

By signing this agreement, I confirm my understanding and acceptance that:

1. The education and training program I am applying for is aligned with my PEAC development goals
2. I agree to meet and adhere to all the stipulations and requirements of the education and training operating policy
3. Throughout the education/training period, I will continue to fulfill all of my duties and responsibilities as described in my position description, employment agreement, or memorandum of appointment (for officers).
4. I understand that education and training is an investment The Salvation Army (TSA) is making in me and that if I choose to end my working relationship with TSA, either through resignation or early retirement, in less than 36 months from the date of my education and training program completion/graduation, I am obligated to repay to TSA the costs of my program (text, tuition, course fees) on a pro-rated basis as described in the education and training procedures.
5. I agree that if I withdraw from, fail to complete, or receive a failing grade in a course, I will personally refund the total amount of that course to TSA within 90 days of the scheduled conclusion of the course. I also understand that no further approval of funding for education studies will be granted until the refund is fully paid.

This form constitutes a legally binding agreement regarding all traing, education and leadership development programs/courses for which TSA has paid partial or full costs.

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| **Personal Information** | | | |
| Applicant  Name |  | | |
| *First Initial Last (Please Print)* | | |
| Applicant  Signature |  | Date |  |
| *dd-MMM-yyyy* |
| Work Email |  | Work Phone |  |
| Unit Type | Ministry Unit  DHQ  THQ | | |
| Unit Name |  | Date of Hire |  |
| *dd-mm-yyyy* |

***This form is to be completed and submitted with all applications for training, education, and leadership development. For multiple course programs, only one submission of this form is required.***