UNDERTAKING CUM APPLICATION FOR HIGHER EDUCATION SCHEME

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Employee Code |  |
| Role Band |  | Department |  |
| Location |  | Unit |  |

# Course Insight

|  |  |  |  |
| --- | --- | --- | --- |
| Course name |  | | |
| Name & Address of Institute or University |  | | |
| Course contents |  | | |
| Duration of the course |  | Course fee |  |

Obligation Pre / Post Completion of Course

The employee undertakes to complete the Course. However if the services of the employee are terminated or if the employee resign before completion of the Course, the Company reserves the right to recover 100% of the amount incurred by the Company including but not limited to Course Fee.

The employee undertakes to continue its employment after completion of the Course. However if the services of the employee are terminated or if the employee resign, the Company reserves the right to recover the expenses incurred by it in the following manner:

|  |  |
| --- | --- |
| Separation period | Amount to be paid by employee |
| Before completion of 12 months | 100% of the amount incurred by the Company including but not limited to Course Fee. |
| 12-24 months | 75% of the amount incurred by the Company including but not limited to Course Fee. |
| 24-36 months | 50% of the amount incurred by the Company including but not limited to Course Fee. |
| After completion of 36 months | Nil |

I hereby declare that I shall abide by the above terms and conditions

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Signature of the Employee

Date