

## LEARNING AGREEMENT

This Learning Agreement is between the named staff member and Manchester Metropolitan University represented by the line manager of the staff member.

Name : .....

Role: .....

Service area/Dept .....

Course: .....

Course Fee: .....

Examination Fee\* .....

Other .....

Venue: .....

Dates: .....

\*Where applicable

	%	£
Financial contribution by employee		
Financial contribution by MMU		

Start date of learning contract: ..... (Date of commencing course)

End date of learning contract ..... (Completion date of course plus 2 years)

I understand that financial assistance for funded courses leading to academic or other similar qualifications will be repayable in the following circumstances:

- should I leave the University's employment within two years of completing the course.
- should I leave the University's employment without completing my studies.
- should I voluntarily discontinue my studies.

A sliding scale of repayment will apply as follows\*:

Where a member of staff leaves the University's employment within one year of completing the course, leaves without completing his/her studies or voluntarily discontinues his/her studies	100% of the financial assistance will be repayable
Where a member of staff leaves the University's employment within two years of completing the course	70% of the financial assistance will be repayable

\*Repayment may be waived in special circumstances following representation to the Director of Human Resources.

Signed: ..... Employee

Signed: ..... Manager

Date: ..... Manager's name ..... (please print)

A copy of this agreement should be sent to your HR advisor/assistant to be kept on the personnel file