Employee Name,

As part of Honu Intervention's educational agreement for professional development, Honu Intervention agrees to provide educational expenses for you to attend:

Course:	Registered Behavior Technician Certification
Sponsor or College/University:	X
Dates of Attendance:	X

Honu Intervention will provide educational expenses in the amount of: $_____ including

- Registration and fees
- 40 hours of course training at your hourly rate
- 1.5 hours competency assessment at your hourly rate
- 1.5 hours RBT exam at your hourly rate

In consideration of payment of these expenses, you agree to the following:

I. If you are unable to complete this course due to what the company considers extenuating circumstances (such as your illness or the illness of a family member) and you receive a tuition or materials refund, you agree to give the full refund to the company via personal check within one week of receipt.

II. If you voluntarily terminate employment with Honu Intervention prior to completing the course, you will refund the entire amount of the educational expenses provided to you.

III. If you voluntarily terminate employment with Honu Intervention after completion of the course and prior to completing six consecutive months of active employment, you will refund the entire amount of the educational expenses provided to you.

IV. If you voluntarily terminate employment with Honu Intervention after completion of the course and after completing six months of active employment, but prior to completing 12 consecutive months of active employment, you will refund a prorated share of the educational expenses provided to you. The prorated amount will be based on the total amount of educational expenses provided divided by the percentage of time left in months from one year that you did not continue working. For example, if you receive the maximum of $2,500 for an educational course and work only nine months after completion of the course, you will refund 25% of the $2,500 or $625 (three months not served divided by 12 months equals 25%).

If any action is brought to enforce any provision of this Agreement by Honu Intervention, you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees.

This Educational Agreement for Professional Development creates no contract of employment between you and Honu Intervention. You may terminate your employment with this company at any time with or without cause, and Honu Intervention may terminate your employment at any time with or without cause.

Employee: _____ **Title:** _____

Signature: _____ **Date:** _____

Employer: **Desiree Q. Luong** **Title:** **Executive Director**

Signature: _____ **Date:** _____