



As part of Evolution Maintenance Inc's educational assistance program, Evolution Maintenance, Inc. agrees to advance educational expenses for you to attend:

Course: \_\_\_\_\_  
Institution: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Total Expense Amount: \_\_\_\_\_

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

- 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.
- If you voluntarily terminate employment or are terminated with cause with Evolution Maintenance, Inc prior to completing the course, you will refund the entire amount of the educational expenses provided to you.
- If you voluntarily terminate employment or are terminated with cause with Evolution Maintenance, Inc. 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.
- If you voluntarily terminate employment or are terminated with cause with Evolution Maintenance, Inc. 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 \$2,600 for an educational course and work only nine months after completion of the course, you will refund 25% of the \$2,600 or \$650 (three months not served divided by 12 months equals 25%).

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

This educational expense agreement creates no contract of employment between you and Evolution Maintenance, Inc. You may terminate your employment with this company at any time with or without cause, and Evolution Maintenance, Inc. may terminate your employment at any time with or without cause.

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_