



229 Bear Street, Suite 300  
 PO Box 1070  
 Banff, AB T1L 1H8  
 Canada

Tel. (403) 762-2642  
 1 (800) 563-8764  
 banffcaribouproperties.com

## LANGUAGE LEARNING FUNDING AGREEMENT

### HOW IT WORKS:

- Once you've completed your chosen course, gather your documents and email them to HR.
- If your application is approved, your cheque for reimbursement will be available within 4 weeks. You'll receive an email when it's ready to collect at Head Office.

### CHECKLIST:

- I worked at BCP before the start of my course;
- A copy of my payment receipt or invoiced is attached;
- A copy of my certificate of course completion is attached, OR;
- A letter or email from my course provider confirming course completion is attached.

### PLEASE READ THE FOLLOWING TERMS AND CONDITIONS:

- You must be employed with BCP before the start of your course and at the time of reimbursement.
- All supporting documents are required for a reimbursement to be approved.
- Reimbursement will be provided at a rate of 80% up to a maximum of \$200 per employee.
- Employees may allocate their \$200 reimbursement allowance across multiple courses.

I have read, understood and agree to all Terms and Conditions in this agreement.

\_\_\_\_\_  
 Employee Name (First, Last)

\_\_\_\_\_  
 Employee Number

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date (MM - DD - YYYY)

OFFICE USE ONLY	
Date of Application Assessment:	
Date Cheque Advised:	
Approved By:	