



**BANFF CARIBOU PROPERTIES** 229 Bear Street, 3<sup>rd</sup> Floor, Wolf & Bear Mall  
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PO Box 1070, Banff, Alberta, Canada T1L 1H8 [bestofbanff.com](http://bestofbanff.com)

## English as a Second Language (ESL) Funding Agreement

Is English a second language to your native tongue? Why not take an English language course and help develop communications skills that will help you get more out of your work and play in Banff? Banff Lodging Company will reimburse 80% of your course fees up to a maximum of \$200.

### How it Works;

- Once you've completed your chosen course, gather your documents and send them to the Human Resources Team, either via your Department Head or by emailing; [hr@bestofbanff.com](mailto:hr@bestofbanff.com).
- You'll receive an email from the Human Resources Team with a decision about your application within approximately 5 business days.
- If your application is approved, your cheque for reimbursement will be available within two weeks. You'll receive an email from the Human Resources Team letting you know when it's ready to collect at Head Office.

### Checklist:

- I worked at Banff Lodging Co. 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 Banff Lodging Co. before the start of your course.
- Applications for reimbursement will be approved only when all supporting documents are provided.
- You must be an active Banff Lodging Company employee at the time of reimbursement.
- 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.

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

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Employee Name (First, Last)

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Employee Number

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Employee Signature

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Date (MM – DD – YYYY)

