

Adopted: May 9, 2019

## **TRAINING REIMBURSEMENT POLICY**

The purpose of the Training Reimbursement Policy is to establish guidelines for reimbursing Bonneville Academy in the event an employee uses school funds for training purposes and subsequently resigns within two years.

If an employee resigns within 24 months following a training paid for with school funds, the employee shall reimburse an amount of the total training fees, including registration, travel fees, and per diem, etc. according to the following schedule:

Within 12 months: 75%

Within 24 months: 50%

The Executive Director has the discretion to forgive a portion or all of what is owed according to this policy in extenuating circumstances.