

**Statom Group Employee Tuition Repayable Loan for Training, Professional Studies
and Further Education**

Employee Information	
Full Name:	
Job Title:	
Site Name:	
Line Manager:	
Start Date at Statom Group:	
Details of the Course / Qualification	
Course Title:	
Qualification type: (i.e NVQ L2 - 6)	
Provider Name:	
Course start date: <i>(First Year - DD/MM/YYYY)</i>	
Course end date: <i>(Final Year - DD/MM/YYYY)</i>	
Course Cost: (per year)	
Total Course cost including exam fee:	

Statom Group Employee Tuition Loan Policy

The Statom Group will pay the full cost of course fees to you or directly to the external provider, where appropriate. Additionally, the Statom Group will reimburse up to 50% of the cost of books and may consider other costs where merited. All costs paid directly to you or on your behalf are considered a **repayable loan** for professional study or further education.

You must ensure that any expenditures on books not already included in the course cost are pre-approved by your Line Manager or the Group Training Department.

Loan Repayment Terms

Should you leave Statom Group's employment within 24 months after the **completion of your course**, the Statom Group will reclaim a percentage of the total course cost, based on the timing of your departure:

Time of Leaving Post-Course Completion % of Loan to be Repaid

Within 6 months of completion	100%
-------------------------------	------

Time of Leaving Post-Course Completion % of Loan to be Repaid

Within 12 months of completion	75%
Within 18 months of completion	50%
Within 24 months of completion	25%
After 24 months of completion	0%

- Total course cost is defined as the full cost for each year of study, including examination fees and compulsory field trips.
- For MBA or MSc courses, total course costs will be considered over the entire duration (typically 2 to 3 years).

In the event that you leave Statom Group within the applicable period, any outstanding loan amount will be deducted from your final salary. If the remaining loan exceeds your final salary, you must repay the balance within 28 days of your departure.

If the loan remains unpaid after 28 days, Statom Group reserves the right to recover the debt via the court system, as per UK legal procedures.

Statom Group Responsibilities

Statom Group will cover:

- Full course fees, including examination fees.
- Reimbursement of 50% of book costs (subject to pre-approval).
- Consideration of additional course-related costs on a case-by-case basis.

However, accommodation, travel, and other non-essential costs will not form part of the loan agreement and will not be reimbursed.

Employee Agreement of Terms

By signing this form, I acknowledge that I have read and understood the terms and conditions of the Statom Group Employee Tuition Repayable Loan Policy, and I agree to repay the loan in accordance with the repayment terms should I leave Statom Group within 24 months of course completion or if I withdraw from the course.

I understand that failure to repay the loan as specified could result in legal action.

Employee Agreement of Professional Qualifications Policy Terms			
Full Name:		Signature:	
Job Title:		Date:	

Line Manager Authorisation

I confirm that I have reviewed the details provided above and support the employee's application for the tuition loan.

Line Manager Authorisation			
I confirm that I have reviewed the details provided above and support the employee's application for the tuition loan.			
Full Name:		Signature:	
Job Title:		Date:	

Statom Group
Training and Development Department
Statom House
47-49 Durham Street
London
SE11 5JA

Exam Results and Course Attendance Permission

Date:

Dear Sir/Madam,

I, _____, give Statom Group permission to access my exam results, attendance, and yearly report related to the course as detailed above.

Please send these records to Statom Group's Learning and Development Team at the address provided above.

Yours sincerely,

Full Name _____