SAMPLE LETTER- SUPPORT OF APPLICATION FOR FUNDING OF DEVELOPMENTAL QUALIFICATION

Dear

**APPLICATION FOR FUNDING – *Insert name of qualification here***

I am pleased to support you in your continuing professional development through study of *insert name of qualification here*. The purpose of this letter is to confirm the terms and conditions of the financial support to be provided.

**Payment of Costs**

*Insert name of Service/division* will, on receipt of invoice(s), pay the following costs:

*Detail costs to be paid e.g. Tuition fees plus course materials Exam fees*

*Quality Assurance license fee*

*Total*

**Repayment of Costs**

You will be required to make repayment of costs paid, to *insert name of Service/division*, in the following circumstances:

|  |  |
| --- | --- |
| **CIRCUM STANCE** | **AMOUNT TO BE REPAID** |
| Failure to complete the qualification | Repayment of all costs detailed above |
| If you leave the service of Falkirk Council whilst undertaking the qualification | Repayment of all costs detailed above |
| If you leave the service of Falkirk Council within 12 months of completion of the qualification | Repayment of all costs detailed above |

|  |  |
| --- | --- |
| If you leave the service of Falkirk Council within 13-24 months of completion of the qualification | Repayment of 50% of all costs detailed above |

Please confirm your acceptance of these terms and conditions by signing one copy of this letter and returning it to me by *insert date*.

May I take this opportunity to wish you every success with your studies?

Yours sincerely,

**M ANAGER**

……………………………………………………………………………………………

I accept the terms and conditions as stated.

Signature…………………………….………… Date ………………………