Voyagers Program Sponsor Letter of Agreement

My employee, ________________________, is applying to the ACT-IAC Voyagers Program, an executive training program held September 21, 2021 to May 24, 2022. As my candidate’s sponsor, I have full authority to commit their time and meet the financial obligation for the program. If my candidate is accepted into the program, I agree to the following:

1. My employee will be available for all activities outlined in the calendar of events, as well as any additional activities in support of this leadership development program to ensure maximum value to the participant.

2. The 2022 tuition of $5,495.00 for industry Voyagers/$4,750.00 for government Voyagers, has been approved by our organization, and will be paid no later than 30 days from the receipt of the invoice.

Additionally, I understand that:

1. Participation in all ACT-IAC Professional Development programs including Voyagers, is a member benefit only available to active member companies in good standing and their employees.

2. In the event that my candidate is unable to remain in the program or leaves my employment during the program, my organization remains responsible for tuition payment. I acknowledge that it is the company’s/agency’s responsibility to negotiate tuition reimbursement programs with their employees.

3. No refunds, partial or in full, will be issued after the first offsite training.

__________________________
Signature

__________________________
Date

__________________________
Name

__________________________
Title

__________________________
Organization