

Tuition Reimbursement Payback Agreement

The information below is included in the faculty handbook. Please sign acknowledging that you have read and agree to the payback agreement for tuition reimbursement.

Tuition Reimbursement for Course Work: Financial assistance for tuition is available to full-time faculty; subject to the availability of funds and the relevance of course work to GFS curriculum and programs. Whenever possible, enrollment should be planned for summer sessions to avoid conflicts with faculty duties during the academic year.

In the event an employee leaves Garrison Forest School, either voluntarily or involuntarily, within two years of completing a course, the employee will be required to repay a portion of the original educational assistance payment to Garrison Forest School. Employees will be required to sign a payback agreement and must comply with the terms of the agreement.

- If an employee leaves within one year of completing the course work they will be required to repay the school 70% of their educational assistance.
- If an employee leaves within two years of completing the course work they will be required to repay the school 30% of their education assistance.

Employees who do not pass the course, drop, or decide not to take the course will be required to reimburse the school for any educational assistance they have received for the course.

Signed

Date

FOR TUITION REIMURSEMENT:

Please submit your tuition bill and proof of successful completion of the courses along with this signed Payback Agreement to Vanessa Griffin. Reimbursement will be processed after you have signed and returned your employment contract for the following year.