

## Tuition Reimbursement Agreement

### Support Staff Seeking Teaching Certification

*In accordance with our tuition reimbursement policy, if you are a support staff member seeking teacher certification and are applying for tuition reimbursement, you must complete the following agreement and submit it to Human Resources.*

As part of Ritenour School District's educational assistance program, and in accordance with the terms of this Agreement, Ritenour School District agrees to reimburse educational expenses for you to attend an accredited college or university.

The reimbursement rate is \$450 per semester hour for District-approved course work toward teacher certification.

In consideration of payment of these expenses, you agree to the following:

If you voluntarily terminate employment with Ritenour School District prior to completing the course, you will refund to the School District \$150 per semester hour.

If you voluntarily terminate employment with Ritenour School District after completion of the course but prior to completing 3 years of active full time teaching employment, you will refund the school district \$150 per semester hour.

Thus, by signing below, you authorize the School District to deduct the full amount of the repayment owed at the time of your separation from employment from your final paycheck(s), in accordance with the law.

This educational expense agreement creates no contract of employment between you and Ritenour School District. You may terminate your employment with the school district at any time with or without cause, and Ritenour School District may terminate your employment at any time with or without cause, in accordance with Board of Education Policy.

If you have any questions regarding the tuition reimbursement policy or this agreement, please contact HR.

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Director name: \_\_\_\_\_

Human Resources Director signature: \_\_\_\_\_

Date: \_\_\_\_\_