Jefferson Parish Schools Employer Tuition Payment Agreement

(**Teacher**) _____ is currently an employee of JP Schools and is eligible for tuition reimbursement for **Fall 2026.** JP Schools hereby agrees to directly reimburse **(Teacher)** _____ for tuition and fees for approved course(s) in accordance with the terms of this Agreement.

This Employer Tuition Payment Agreement is made and entered into as of (**Date**) _____, by and between Jefferson Parish Schools and (**Teacher**) _____. This Agreement applies only to payment for courses within the current academic term/semester. **A new Agreement must be submitted for each academic term/semester.**

Deferred Employer Tuition Payment Agreement Terms

JP Schools shall directly reimburse the **Teacher** up to $1,500.00 for 1 to 3 credit hours and up to $3,000.00 for 4 to 6 credit hours towards tuition for each approved course under the following conditions:

1. Teacher enrolled in one to six credit hours for the academic semester/term.
2. Teacher completed and passed **approved** course(s) with a "C" or better.
3. Teacher submitted a grade report and fee bill by the following date:

a. Summer: August 6, 2027 **b. Fall: December 11, 2026** **c. Spring: May 21, 2027**

The teacher shall be responsible for payment of all tuition and fees in the event Teacher fails to complete the course with a "C" or better or receives an additional grant to defray the cost of the course(s). The teacher shall be responsible for amounts owed to University in the event the teacher is no longer employed by JP Schools. The University will be reimbursed up to the JP maximum amount for tuition and fees, but the teacher may still incur out-of-pocket expenses. **The Teacher should never pay partnered Universities expenses covered by the tuition reimbursement program and should contact Human Resources immediately if asked to do so.** If discounts or grants are applied, the teacher will not be reimbursed for these amounts. However, loans that must be repaid by the teacher are eligible for reimbursement. **Universities are not guaranteed a 100% reimbursement. Teachers are responsible for any remaining expenses that exceed Jefferson Parish Schools reimbursement.** Examples of unapproved fees include, but are not limited to, late fees, change fees for adding/dropping courses, installment fees, id fees, parking fees, spirit fees, etc.

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I agree to the terms and conditions of this Employer Tuition Payment Agreement. I further understand and agree that I am responsible for submitting my fee bill and grades to JP Schools for processing on or before the applicable due date, as noted above.

I understand that I am ultimately responsible for payment charges on my account if I fail to meet the requirements of the tuition reimbursement program. I authorize JP Schools and my selected University to communicate regarding this Agreement, as it relates to payment or final grades. My signature on this form authorizes Jefferson Parish Schools, as well as the University associated with my enrollment, to exchange necessary information in order to process my tuition reimbursement application. That said information shall include my personal information such as name, address, phone number, social security number, grades, and fee bill.

_____	_____	_____
Teacher Printed Name	Teacher Signature	Date