

File: GCIA

TUITION PAYMENTS FOR SCHOOL EMPLOYEES

The superintendent is authorized to pay school funds for the tuition of college and university courses for full-time school employees of the Charles City County Public Schools up to the amounts available in the budget. Priority shall be given to assisting school personnel endorsed in their administrative and teaching assignments. Prior to a payment being made for such tuition, the school employee shall agree to reimburse the school board in full for such tuition payment if the school employee ceases full-time employment with the school system for any reason during or at the end of the school year in which the tuition payment is made, during or at the end of the school year following the school year in which the tuition payment is made, or during the second school year following the school year in which the tuition payment is made. Because of the nature of certain funding, some tuition payments do not require reimbursement, and the school employee will be so advised prior to the tuition payment being made.

Adopted: October 17, 1995

CHARLES CITY COUNTY SCHOOL DIVISION

TUITION PAYMENT REIMBURSEMENT AGREEMENT

I request that the Charles City County School Board pay tuition for the following college/university course work:

Course Number and Title: _____

College or University: _____

Amount of Tuition to be Paid: _____

Month and Year Tuition to be Paid: _____

I agree to reimburse the Charles City County School Board in full for the amount of tuition above, including deduction from my paycheck, if I cease from full-time employment with the Charles City County Public Schools for any reason during or at the end of the current school year, during or at the end of the school year following the school year in which the tuition payment is made, or during the second school year in which the tuition payment is made. I understand that my reimbursement obligation ends during the following month and year: _____

Today's Date: _____ Signature: _____

Please Print Name: _____