

Warren County Schools
Educational Tuition
Pre-payment Assistance Agreement

I hereby apply for prepayment of tuition for the course(s) specified on the attached Educational Tuition Prepayment Assistance Request form, and I agree to adhere to the conditions and guidelines outlined in this agreement. I understand that, upon completion of the course(s) if I do not pass with a Grade of “C” or better (“Pass” if not graded), I will have to reimburse Warren County Schools for the total cost of the course. Upon my successful completion of the course. The amount due will be reduced by 1/12th for each month that I remain in the employment of Warren County Schools beyond the completion date of the course for which I received the educational assistance.

If I leave the employment of Warren County schools within twelve months of completing the course(s) for which I received educational assistance, I agree to a 60-day notice/employment hold and to have the amount(s) of educational assistance received deducted from my final two paychecks. The amount due will be reduced by 1/12th for each month that I remain in the employment of Warren County Schools beyond the completion date of the course for which I received the educational assistance.

I further agree that if my final paycheck is not sufficient to repay the full amount of tuition assistance due to Warren County Schools, I will make arrangements to repay the amount in full within 30 days of my termination. I understand that failure to repay the amount in full could result in legal action, and the amount remaining will be turned over to a collections agency.

Employee’s Signature: _____ Date _____

Principal/Supervisor’s Signature: _____ Date: _____

HR/Licensure Specialist: _____ Date _____

ILT/Professional Development Coordinator: _____ Date: _____

Chief Human Resources Officer : _____ Date _____

Chief Finance Officer: _____ Date _____