

**TUITION REIMBURSEMENT
MEMORANDUM OF AGREEMENT**

COLUMBUS COUNTY SCHOOLS
Post Office Box 729
Whiteville, NC 28472
Telephone (910)642-5168 Fax (910)640-1010

This Contract between Columbus County Schools and the below stated licensed staff, paraprofessional, and/or classified staff is set forth regarding payment of tuition and the obligation of the employee if the financial assistance is provided by Columbus County Schools for tuition toward a bachelor degree or licensure requirement.

TO BE COMPLETED BY EMPLOYEE	
Employee Name:	Last four digits of SS #:
Employment Site:	Position:
College or University Attending:	
Semester:	
TO BE COMPLETED BY CCS PROFESSIONAL DEVELOPMENT DEPARTMENT	
Tuition Reimbursement Approved and Paid:	Date:

In an effort to recruit and retain highly qualified employees, federal funds, **when available**, may be used to pay tuition for professional development activities. **Effective July 1, 2017**, only the following Columbus County Schools employees will be eligible for tuition reimbursement, regardless of tuition reimbursement status prior to this date:

- For lateral entry teachers, Columbus County Schools will reimburse tuition (no fees or books) only for courses required to complete the requirements of the employee's plan of study to convert the lateral license.
- For paraprofessionals who received tuition reimbursement during the 2016-2017 school year to complete a bachelor degree in education, tuition reimbursement will be available only throughout the time required to complete the degree.

For both of the eligible categories above, these federal funds will pay a **maximum of \$750 per semester**. The reimbursement will be provided until allotted funds are depleted.

The employee understands in accepting this financial assistance, he/she shall agree to work with Columbus County Schools a minimum of three years after completing their degree or licensure requirements. **If the employee fails to complete the degree or licensure requirements for which he/she has received tuition reimbursement, he/she shall repay Columbus County Schools the total amount which was received. The employee who leaves employment with Columbus County Schools prior to the three years of employment after earning the degree or license is required by this memorandum of agreement to repay the full tuition funding provided by the system for the degree or licensure requirement on the last day of employment or in full within 60 days.**

I understand the terms and conditions of accepting the tuition funding from Columbus County Schools Board of Education.

Employee Signature

Date

Superintendent Signature

Date