

**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, advanced 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, retain and keep highly qualified administrators, teachers, paraprofessionals, and classified staff, federal funds, when available may be used to pay tuition for certain college degrees that can be added to a NC Professional Educator's License. For teachers, paraprofessionals, and classified staff, Columbus County Schools will reimburse tuition (no fees or books) for the first bachelor degree or master degree related to teacher education programs or job assignment and/or licensure requirements courses/testing that is completed during employment with Columbus County Schools. For personnel currently in an administrative position, Columbus County Schools will reimburse tuition (no fees or books) for the first advanced degree beyond the job-required master degree.

These federal funds will pay a maximum of six hours per semester (in-state tuition) or three hours per semester (out-of-state tuition). 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