



TUITION REIMBURSEMENT AGREEMENT

Step 2: TUITION REIMBURSEMENT

Under the terms of the Tuition Reimbursement Policy I hereby acknowledge that an employee who receives tuition reimbursement must remain in service to the City, as a full time employee, for at least two years beyond the date of reimbursement; otherwise, all sums for tuition and books paid by the City over past two years must be refunded to the City in full.

I understand and I agree that if I receive tuition assistance from any source(s) that do not require repayment, (i.e. veteran's benefits, grants, scholarships, etc.). I will submit a reimbursement request only for the balance of tuition and fees not covered by the alternate source.

I hereby agree that I should be reimbursed for the tuition and/or textbooks under the tuition reimbursement program and if I leave the full-time employment of the City of Stephenville within two years following reimbursement, I will refund the City of Stephenville the full amount of the tuition and book reimbursement paid to me over the two years preceding voluntary resignation. I agree, consent and hereby authorize the City of Stephenville to withhold from my final paycheck or leave payment of any kind, such amount as may be necessary to satisfy any balance due according to this agreement. If my final paycheck or either leave payments do not fully cover the amount I owe to the City of Stephenville, The City hereby reserves the right to pursue all legal and equitable means at its disposal to collect such balance due.

Witness by my hand this the _____ Day of _____, 20_____.

Employee Printed Name

Employee Signature

Subscribed and sworn to this the _____ Day of _____, 20_____.

Notary Seal

Notary

Commission Expires