

TUITION PAYMENT AGREEMENT

For Credit-Bearing Coursework or Continuing Education Hours

Name _____ Position _____ Date _____

Phone (W) _____ (H) _____ Site _____

I am requesting payment for the following: _____ OR

- ☐ Preschool Credential (all 6 courses)
- ☐ Infant/Toddler Credential (all 4 courses)
- ☐ Certificate, Associate's or Bachelor's degree (MUST BE PRE-APPROVED)
- ☐ IMH Capstone Certificate

Please verify that the following steps have been followed with an X.

- ☐ I have met with my supervisor to establish a Professional Development Plan.
- ☐ I have met with the Professional Development Coordinator to identify the institution and specific program I want to enroll in.
- ☐ I have attached a completed and approved **PROFESSIONAL STAFF DEVELOPMENT REQUEST FORM** to this agreement.
- ☐ I have read, understand and will comply with the Education Payment Policy.
- ☐ I will meet with my Supervisor and the Professional Development Coordinator twice a year to review my progress.

APPROVAL WILL DEPEND ON:

1. Length of employment with the agency
2. Agency funds
3. Employee's potential for success and commitment within the agency

REACH DANE WILL BE RESPONSIBLE FOR:

Tuition:

- 100% of AA credit and course related textbooks if working on an Early Childhood Education degree to meet Head Start mandate – No more than (7-8) credits will be approved per semester
- 100% of Bachelor's credit if renewing Department of Public Instruction Teachers License (employee pays for textbooks)
- Reach Dane will pay for mileage, hotel, food, transportation expenses (only applicable for non-credit course training)

Textbooks:

- Reach Dane will pay for course-related textbooks (not including Bachelor's credit for renewing DPI Teacher license)
- Employee will need to submit a "Purchase Order Request"

EMPLOYEE RESPONSIBILITY

- o Employee will provide proof of course completion (Official Transcript) to Supervisor, Professional Development Director, and Human Resource Department
- o Employee will provide their grades that show satisfactory completion of course with a grade C or better
- o Dane County will pay only once for each course approved; employee will need to pay to re-take the course at their own expense with payment options
- o Employee agrees to remain an employee of Reach Dane for at least **one year** following date of completed coursework in regular part-time or full-time status. If employee becomes a casual or limited term employee, they will reimburse the agency for the course(s). We will consider a waiver on an individual basis if an employee resigns for medical/family emergency reasons.
- o Employee must provide written verification of completed coursework to the Professional Development Department to include in their files.

NOTE: If employee voluntarily resigns or is terminated, they will incur the cost of last tuition payment

Change in Institution

If employee elects to transfer into a different institution and/or education program and courses initially paid for by Reach Dane do not transfer, employee will be responsible for future tuition payments that would equal the amount of tuition Reach Dane has already expended.

I have read and understand my expectations as an employee receiving educational reimbursements. If I do not meet the above expectations, I will incur the cost of tuition and textbooks and give permission to have said costs deducted from my paycheck.

Signature of Employee

Date