APPENDIX C – COURSE REIMBURSEMENT FORM

M.S.A.D. #17 EDUCATIONAL LOAN/ADVANCEMENT

Course Pre-Payment Form

I agree that the following charges of $_____ will be paid by the District on my behalf, in the form of an educational loan/advancement for approved courses pursuant to Article 16 – Tuition Reimbursement of the existing Collective Bargaining Agreement.

If I fail to provide written grade notification of a "B" or better to the superintendent within thirty (30) days from the grade being posted, or if I withdraw from the course, I shall reimburse the District the amount of payment made on my behalf. Unless other repayment arrangements are made with the superintendent in writing, any reimbursement owed to the District by me shall be made by payroll deductions in up to six (6) consecutive payments or by the end of the contract year, whichever occurs first.

I understand that if I resign from the District to accept employment elsewhere within two (2) calendar years of receiving tuition reimbursement, I shall repay the District in the amount of the reimbursement.

It is also my understanding that should I end my employment with the District for any reason, I remain liable for the above mentioned debt and that any remaining balance is authorized by me to be deducted in full from my remaining paychecks. In the event of any outstanding balances, I shall repay the District within thirty (30) days of my employment severance with the District.

Course Title: _____

Number of credit hours: _____

Institution: _____

Starting date: _____ **Ending date:** _____

Signed: _____ **Date:** _____

Approved by: _____ **Date:** _____