



EMPLOYEE TUITION PROGRAM
Head Start of Washington County, Inc.

TUITION AGREEMENT

Head Start of Washington County, Inc. agrees to contribute up to \$1,000 per semester towards tuition costs for _____, an employee of Head Start. The cost of required books up to a maximum of \$200 per semester will also be contributed by Head Start. To participate in tuition reimbursement, an employee must have completed an Education Plan and a Tuition Request Form approved by their immediate supervisor, Assistant Director, and Executive Director. Upon receiving a grade for the coursework, the employee will provide evidence of completion of the course with a grade C or higher. Failure to provide evidence of a grade C or higher in the course, will result in the employee repaying the cost contributed by the Agency.

Upon completion of the course, the employee will owe Head Start one full year of employment. If the employee terminates employment (voluntarily or involuntarily) before completing the full twelve months, the employee will be required to pay back part or all of the cost of the course based on number of months he or she was employed following completion of the course.

I, _____, have read and understand the policy and this agreement for Tuition Reimbursement. I agree to the procedures outlined in the policy and this agreement. I authorize Head Start to deduct any tuition costs owed to the Agency from my final paycheck upon the termination (voluntary or involuntary) of my employment.

Employee Signature

Date

Executive Director

Date