

7. TUITION REIMBURSEMENT AND GRADE RELEASE AUTHORIZATION (To be signed by employee.)

THIS IS TO CERTIFY THAT I will repay the Washington County Schools the total sum of the tuition assistance cost if my application contains any material falsification; I fail to provide to the district within thirty (30) calendar days of the scheduled completion of the course(s) evidence of a satisfactory grade of "B" in graduate studies; a grade of "I" (Incomplete) is not considered a satisfactory grade; my employment with the district is voluntarily terminated prior to completion of twenty four (24) months employment with the Washington County Schools after scheduled completion of the course(s) specified above, or during such training, I drop the course(s) regardless of cause, without prior approval of the superintendent of my district; or if I have received duplicate payment for the same course(s) from any other source. I FURTHER AUTHORIZE my educational institution to provide my employing district with a copy of my grade report for the course(s) listed above.

EMPLOYEE SIGNATURE

DATE

8. BILLING INFORMATION

The employee must present to the Washington County Board Office the education institution's invoice for payment. Obtain receipt of the institution's invoice the Washington County Board Office will make payment to the education institution based upon the agreement outlined in the TUITION REIMBURSEMENT section of this document and within the parameters of use of Title funds under Every Student Succeeds Act. In cases where proof of payment from the employee has been presented, reimbursement to the employee may occur.

9. DISTRICT APPROVAL

I hereby verify that this certified employee has been employed with the Washington County School system for at least one semester and shall receive the tuition assistance for the approved courses on the employee's time.

Principal

Date

Superintendent

Date

The Washington County School District approves the enrollment and tuition assistance in the course(s) listed above. Expenses other than the cost of the course(s) listed above are not authorized for payment without prior approval of the superintendent.

The Washington County School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or provision of services. This form is available in an accessible format upon request.