



Ogden Preparatory Academy

6. Human Resources

6.03.TPL.1 Tuition Reimbursement Agreement

Effective/Revision Date: 02/05/2018

Page 1 of 2

This Tuition Reimbursement Agreement (the Agreement) is entered into this _____ day of _____, 20____, between Ogden Preparatory Academy, Inc., a Utah nonprofit corporation (the School), and _____, an individual (the Teacher).

Recitals

1. The School operates a charter school in Ogden City, Weber County, Utah.
2. The Teacher is currently employed with the School as _____.
3. The Teacher desires the School's financial assistance to obtain the following additional education in order to improve the Teacher's skill and professional competence:
_____ [[clearly specify the course(s), program, degree, certification, as applicable, and the institution]] (the Coursework).
4. The School desires to reimburse the Teacher's tuition and, in connection therewith, to provide an incentive for the Teacher to continue to work at the School thereafter.
5. The School and the Teacher desire to enter into this Agreement in order to carry out that intent.

Agreement

Now, therefore, in consideration of the foregoing and the mutual covenants and promises of the parties hereto, the School and the Teacher agree as follows:

1. The Teacher will satisfactorily complete the requirements associated with the Coursework within _____ months from the date of this Agreement.

2. The Principal must approve each course/program for which the teacher will seek reimbursement to ensure that it is job related or satisfies an elective required for a degree program.
3. The School will reimburse the Teacher's tuition for the Coursework when the Teacher:
 - a. Provides evidence of completion of the course with a passing mark of B or better.
 - b. Provides an itemized receipt of the payment of tuition.
 - c. Passes the _____ Praxis exam. [[Include this if applicable]]
4. If the Teacher's employment at the School is terminated (voluntarily or involuntarily) for any reason within three (3) years following the most recent reimbursement of tuition or the Teacher fails to satisfactorily complete the Coursework within the required time frame set forth in Section 1, above, the Teacher must repay any tuition paid by the School pro rata based on the portion of time worked for the School from the most recent reimbursement.
5. By signing below, the Teacher agrees to pay all amounts owed within 30 days of when such amounts are incurred. Amounts may be withheld from the Teacher's final paycheck. In the event any amounts are referred to a third party debt collection agency, the Teacher agrees to pay any additional amounts allowed for by law, (such as interest, court costs, reasonable attorney's fees, etc.). The teacher will also be responsible for a collection fee of up to 33.33% of the principal amounts owing as allowed by Utah Code.
6. The Teacher acknowledges that this Agreement does not guarantee the Teacher employment with the School.

The Parties have executed this Agreement as of the date first set forth above.

The School:

The Teacher:

Principal Signature

Teacher Signature

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