



Ogden Preparatory Academy Tuition Reimbursement Agreement

This Agreement is entered into this _____, 20____, between OGDEN PREPARATORY ACADEMY, (the “School”) and _____ (the “Teacher”).

WHEREAS, the School is desirous that all teachers working for the school obtain skills and acquire educational degrees that increase their teaching abilities and professional competence.

WHEREAS, a Tuition Reimbursement Agreement would assist teachers in the payment of tuition for courses needed to achieve the skills and educational degrees that increase their teaching abilities and professional competence.

Whereas the School and the Teacher desire to enter into a Tuition Reimbursement Agreement

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

1. Courses must be (1) job related; the course will result in increased knowledge and skill, is aimed primarily at improving the employee's performance of his/her present job or will enable the employee to keep up with changing concepts or development in the assigned curricular emphasis, OR (2) an elective that is part of a degree program or certification.
2. All courses must be taken at fully accredited Utah colleges or universities. Other schools providing trade instructions or special occupational training that are approved by the State Board of Education will be accepted. Institutions located outside the State of Utah will be considered if the employee shows good cause. An example of good cause is that the out-of-state institution is closer to the employee's home or the course is not offered at an in-state school.
3. Reimbursement may be given for up to twelve (12) credit hours per year, up to a total of thirty six (36) credit hours, at a rate not to exceed \$150 per credit hour.
4. Courses may be at the undergraduate or graduate level, for credit, certification or endorsement.
5. Courses are normally taken outside of regularly scheduled hours of work.
6. Tuition reimbursement will be paid when the employee:



- a. Provides evidence of completion of the authorized course with a passing mark of B or better shown by a college grade report.
 - b. Provides an itemized receipt of payment. Copies of checks are not acceptable since they do not itemize expenses.
 - c. Passes the Praxis exam if applicable to degree, certification or endorsement.
7. The Teacher agrees to work at the School for a minimum term of three years, which shall commence upon completion of degree or certification. Terms of employment are subject to the Employment Agreement between the Teacher and the School.
 8. Failure to complete three years of employment due to breach of contract by either the employer or the employee, will result in a prorated repayment of tuition by the employee to the employer. Prorated portion will be determined by the total amount of tuition paid by the school divided by three years. The quotient shall represent the monetary prorated amount for each of the three years.
 9. Participation in this program is subject to the availability of the funds and prior approval of the Board of Directors of the School.
 10. Reimbursement will be made only if the Teacher is still employed by the School upon completion of the course/semester.
 11. All courses must be approved by the Principal prior to the Teacher enrolling and making payment for tuition.

In witness whereof, the parties hereto execute this agreement on the date first above written.

_____, TEACHER

_____, SCHOOL BOARD REPRESENTATIVE