

**TUITION AND TESTING REIMBURSEMENT  
MEMORANDUM OF AGREEMENT**

**COLUMBUS COUNTY SCHOOLS  
Post Office Box 729  
Whiteville, NC 28472  
Telephone (910)642-5168 Fax (910)640-1010**

This Contract between Columbus County Schools and the below stated licensed staff is set forth regarding repayment of tuition and testing costs and the obligation of the employee if the financial assistance is provided by Columbus County Schools for tuition and testing costs toward completing licensure requirements.

<b>TO BE COMPLETED BY EMPLOYEE</b>	
Employee Name:	Last four digits of SS #:
Employment Site:	Position:
College or University Attending OR Test Name:	
Semester OR Test Date:	
<b>TO BE COMPLETED BY CCS PROFESSIONAL DEVELOPMENT DEPARTMENT</b>	
Tuition or Testing Cost Reimbursement Approved and Paid:	Date:

In an effort to recruit and retain highly effective teachers, federal funds, **when available**, may be used to pay tuition for professional development activities. **Effective January 1, 2019**, only the following Columbus County Schools employees will be eligible for tuition reimbursement, regardless of tuition reimbursement status prior to this date:

- For permit to teach/emergency/lateral entry/residency/provisionally licensed teachers, Columbus County Schools will reimburse tuition (no fees or books) only for courses required to complete the requirements of the employee’s plan of study to obtain or convert an initial license.

For the eligible employees above, these federal funds will pay **a maximum of \$1,000 per year (July 1 to June 30)**. The employee must provide documentation if scholarships, grants, or loans were received for the coursework. If the financial aid will fully pay for the employee’s tuition costs, with no repayment expected to the granting agency, no tuition reimbursement will be given to the employee by Columbus County Schools. **The reimbursements will be provided until allotted funds are depleted.**

The district will also reimburse a teacher for testing requirements one time per test when passing test score(s) are provided, if the testing is to fulfill permit to teach/emergency/lateral entry/residency/provisional/initial licensure requirements OR the test is required for a position assigned to you by the district.

The employee understands in accepting this financial assistance, he/she shall agree to work with Columbus County Schools a minimum of three years after completing their degree or licensure requirements. **If the employee fails to complete the degree or licensure requirements for which he/she has received tuition and/or testing reimbursement, he/she shall repay Columbus County Schools the total amount which was received. The employee who leaves employment with Columbus County Schools (retirement or resignation) prior to the three years of employment after earning the degree or license is required by this memorandum of agreement to repay the full tuition or testing funding provided by the system for the licensure requirement on the last day of employment or in full within 60 days.**

I understand the terms and conditions of accepting the tuition and testing funding from Columbus County Schools Board of Education.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date