

	<b>Agency Name</b>	Office of Community Services (OCS)		
	<b>Chapter No./Name</b>	1 Administrative Policy		
	<b>Part No./Name</b>	Appendix 3-B Agreement Regarding Repayment of Tuition Reimbursement		
	<b>Section No./Name</b>	Appendix 3-B Agreement Regarding Repayment of Tuition Reimbursement		
	<b>Dates</b>	<b>Issue/Reissued</b>	March 2004	<b>Replacing</b>

**Appendix 3-B. Agreement Regarding Repayment of Tuition Reimbursement**

**AGREEMENT REGARDING REPAYMENT OF TUITION REIMBURSEMENT**

The Office of Community Services agrees to reimburse to:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

the cost of the tuition (not to exceed nine hours per semester) for course work completed in pursuit of a MSW or other approved coursework at \_\_\_\_\_(university name) in the \_\_\_\_\_semester (fall, spring, or summer) of \_\_\_\_\_ (academic year) in exchange for one month's work for OCS, subsequent to the completion of his/her MSW or other approved coursework, for each course paid by the agency. Failure to continue employment for the agency in accordance with this agreement will result in an immediate request for repayment at the rate of one half (1/2) of the total monies paid to the employee for tuition.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Manager's Signature

\_\_\_\_\_  
Date