

Quest Academy Tuition Reimbursement Agreement



PURPOSE

The purpose of this policy is to provide teachers working for QUEST ACADEMY with the opportunity to obtain skills and acquire educational degrees that increase their teaching abilities and professional competence while at the same time permitting Quest Academy to achieve its educational and chartered-mandated goals.

POLICY

This Agreement is entered into this _____ day of _____, 20____, between QUEST ACADEMY, INC., (the “School”) and _____ (the “Teacher”) (sometimes referred to collectively herein as the “Parties”).

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; and,

WHEREAS, a Tuition Reimbursement Agreement will 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 reimbursed under this agreement must be (1) job related, as mutually agreed between the Parties (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 otherwise enable the employee to keep up with changing concepts or development in the assigned curricular emphasis), OR (2) the course is an bona fide elective that is part of a recognized, regionally accredited degree program.
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 are eligible for reimbursement. Institutions located outside the State of Utah may 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 nine (9) credit hours per year, up to a total of thirty six (36) credit hours, at a rate not to exceed \$150 per semester hour.



4. Courses may be at the undergraduate or graduate level, for credit or non-credit.
5. Courses must be taken outside of regularly scheduled hours of work unless specific written permission is given to the Teacher to do otherwise.
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.
7. In consideration of the tuition reimbursement contemplated herein, Teacher agrees to work at the School for a minimum term of three years. Terms of employment are subject to the annually executed Employment Agreement between the Teacher and the School. Failure to complete three years of employment due to breach of contract under the Employment Agreement by Teacher, or by Teacher's refusal, unwillingness, or inability to execute the Employment Agreement if offered, or to satisfactorily perform as required, will result in Teacher being required to make tuition repayment to the School. This repayment of tuition by the Teacher to the School will be on a pro-rata basis. For example, but not by way of limitation: If Teacher does not complete one year of service, all tuition monies received by Teacher will be refunded to Quest. If Teacher completes one year but less than two years, two-thirds of all tuition monies received by Teacher will be refunded to Quest. If Teacher completes two years but less than three years, one-third of all tuition monies received by Teacher will be refunded to Quest. Upon completion of three years of service, no refund shall be required.
8. Participation in this program is subject to the availability of the funds and prior approval of the Board of Directors of the School.
9. Payment will be made only if the Teacher is still employed by the School upon completion of the course.
10. 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

_____, QUEST BOARD REPRESENTATIVE