

EDUCATION PAYMENT AGREEMENT

For Credit-Bearing Coursework or Continuing Education Hours Leading to a Certification

Name _____ Position _____ Date _____

Phone (w) _____ (h) _____ Site _____

I am requesting payment for the following course/s: _____

Please verify that the following steps have been followed with an X.

- I have met with my supervisor to establish a Professional Development Plan.
- I have met with the Professional Development Coordinator to identify the institution and specific program I want to enroll in.
- I have attached a completed and approved PROFESSIONAL STAFF DEVELOPMENT REQUEST FORM to this agreement.
- I have read, understand and will comply with the Education Payment Policy.
- I will meet with my Supervisor and the Professional Development Coordinator twice a year to review my progress.

APPROVAL WILL DEPEND ON:

1. length of employment with the agency
2. agency funds
3. employee’s potential for success and commitment within the agency

What you can expect from Dane County Parent Council, Inc.

Tuition: 1.) 100% of AA credit and course related textbooks if working on an Early Childhood Education degree to meet Head Start mandate –No more than (7-8) credits will be approved per semester
 2.) 100% of Bachelor’s credit if renewing Department of Public Instruction Teachers License (employee pays for textbooks)

Textbooks: Will pay for course-related textbooks-submit a “Purchase Order Request”

What Dane County Parent Council, Inc. can expect from you

Expenses: Employee will pay for mileage, hotel, food, transportation expenses

Transcript: Employee will provide proof of course completion (official transcript) to Supervisor, Professional Development Director, and Human Resource Department

Grade: Satisfactory completion is considered of grade C or better

of times to take the same course: Dane County Parent Council, Inc will pay only once for each course approved

Commitment: Employee agrees to remain an employee of Dane County Parent Council for at least one year following date of completed coursework. Written verification of completed coursework must be on file in the Professional Development Department. If I voluntarily resign or am terminated, I will incur cost of last tuition payment.

Change in institution: If employee elects to transfer into a different institution and/or educational program and courses initially paid for by DCPC do not transfer, employee will be responsible for future tuition payments that would equal the amount of tuition DCPC has already expended.

I have read and understand my expectations as an employee receiving educational reimbursements. If I do not meet the above expectations I will incur the cost of tuition and textbook and give permission to have said costs deducted from my paycheck.

Signature of employee

Date