

# Jefferson Parish Schools Employer Tuition Payment Agreement

This Deferred Employer Tuition Payment Agreement is made and entered into as of (Date) \_\_\_\_\_, by and between Jefferson Parish Schools and (Teacher) \_\_\_\_\_. This Agreement applies only to employer tuition payment for courses within a single academic term/semester. A new Agreement must be submitted for each academic term/semester.

(Teacher) \_\_\_\_\_ is currently an employee of JP Schools and is eligible for tuition reimbursement for **FALL 2020** JP Schools hereby agrees to pay tuition and fees for the following approved course(s) directly to (University) \_\_\_\_\_ in accordance with the terms of this Agreement.

The teacher must submit individual student invoices as well as a combined invoice which details tuition, fees, courses/hours, total hours, and grades to Jefferson Parish Schools for all participants in the program.

## Deferred Employer Tuition Payment Agreement Terms

JP Schools shall pay directly to the **University** up to \$962.12 for 1 to 3 credit hours and up to \$1,893.91 for 4 to 6 credit hours towards tuition plus the **allowable** fees\* for each approved course subject to the following conditions:

1. JP Schools will reimburse up to six credit hours per semester.
2. Teacher must complete and pass courses with a "C" or better.
3. Teacher shall be responsible for payment of all tuition and fees in the event Teacher fails to complete the course with a "C" or better or receives an additional grant to defray the cost of the course(s).
4. Teacher shall be responsible for amounts owed to University in the event the teacher is no longer employed by JP Schools.
5. Teacher will be reimbursed only for out of pocket expenses. If discounts or grants are applied, teacher will not be reimbursed for these amounts. However, loans that must be repaid by the teacher are applicable for reimbursement.
6. Teachers will most likely be responsible for some costs due to tuition and/or fees being above the JPS maximum amount or fees being not allowed (**Universities are not guaranteed a 100% reimbursement**).
7. JP Schools must receive grades and fee bills by no later than:

a. Summer: August 10, 2020

b. Fall: December 11, 2020

c. Spring: May 14, 2021

\*Examples of fees that are not approved **include** late fees, change (drop/add) fees, installment fees, id fees, parking fees and spirit fees, **etc.**

I agree to the terms and conditions of this Employer Tuition Payment Agreement. I further understand and agree that I am responsible for submitting my fee bill and grades to JP Schools for payment processing on or before the applicable due date, as noted above.

I understand that I am ultimately responsible for payment charges on my account if I fail to meet the requirements of the tuition reimbursement program. I authorize JP Schools and University to communicate regarding this Agreement and/or the referenced employer tuition reimbursement. My signature on this form indicates that I am giving permission to Jefferson Parish Schools as well as the university associated with my enrollment to exchange necessary information in order to process my tuition reimbursement documents. That said information shall include my personal information such as my name, address, phone number, social security number, grades, and fee bill. This information is necessary in order to process the tuition payment and/or reimbursement.

\_\_\_\_\_  
Teacher Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE