

**Jefferson Parish Public School System
Employer Tuition Payment Agreement**

This Deferred Employer Tuition Payment Agreement (“Agreement”) is made and entered into as of _____ (date), by and between the Jefferson Parish Public School System (JPPSS) 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 JPPSS and is eligible for tuition reimbursement for the ____ Fall ____ Spring ____ Summer semester 20 ____ . JPPSS hereby agrees to pay directly to _____ (Teacher) tuition and fees for the following approved course(s) in accordance with the terms of this Agreement.

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

Deferred Employer Tuition Payment Agreement Terms

JPPSS shall pay directly to the Teacher 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 approved fees* for each approved course subject to the following conditions:

1. JPPSS 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 JPPSS.
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. JPPSS must receive grades and fee bills by no later than:
 - a. Fall: December 15, 2017
 - b. Spring: May 18, 2018
 - c. Summer: July 24, 2017

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

Donna W. Joseph, Chief Human Resource Officer

DATE

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 JPPSS 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 the JPPSS 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 The Jefferson Parish Public School System 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