



Harris County Emergency Corps
 2800 Aldine Bender Rd., Houston, TX 77032
 (281) 449-3131 Phone ★ (281) 227-3335 Fax



**TUITION REIMBURSEMENT PROGRAM
 EMPLOYEE AGREEMENT AND SUPERVISOR APPROVAL**

Please read the employee statement carefully, sign below to indicate your agreement to the policy, and then have your supervisor and/or director approve the application by completing their section below.

EMPLOYEE STATEMENT

I understand that if I resign from Harris County Emergency Corps, or am terminated for cause, or change to a status of non-entitlement within a period of less than one year from the term dates on this form, or if I fail to submit an acceptable grade as described in the Education Assistance Program Policy, I will be required to pay back the related tuition.

My signature below: (a) authorizes deductions from my paycheck to compensate for applicable tuition payment, (b) acknowledges an understanding that if my tuition reimbursement account is assigned to a collection agency, I will be responsible for all collection costs, court costs, attorneys' fees, and any other expense that may be incurred in the collection process and that information pertaining to my account may be reported to one or more credit bureau organizations, and (c) enables this agreement to serve as a promissory note for monies owed to HCEC. I further understand that failure to use tuition funds for their intended use is considered misappropriation of HCEC funds and is cause for termination of employment.

Employee Name: _____

Date: _____

Employee Signature: _____

Per Policy 1201

SERVICE PAYBACK Depending on the costs of the proposed activity, an employee receiving training and/or continuing education may be asked to agree in advance (as part of the application/approval process) to work for HCEC for a specified period of time after completion of the course(s). The suggested amounts for Service Payback are the following

Requested Amount for Course	Suggested Service Payback Period
Up to \$2,000.00 per year	6 months
\$2001.00 to \$3,500.00 per year	1 year
\$3,001.00 to IRS max allowed	2 years

Enrollment Information:

College/University/Facility: _____

Degree/Certificate sought: _____ Certification: _____

Undergraduate:

- Associates
- BA/BS
- Other

Term and Year (Spring/Summer ~ Fall/Winter) _____

Course Title: _____

Course Code	# Credit Hours	Start Date of Course	Last Date of Course
_____	_____	_____	_____

Was your most recent 360 evaluation satisfactory?

- Yes
- No

Are these courses for your:

- Current job
- Future career development
- Both

Reimbursement Amount Requested: \$ _____

Service Payback Period:

- 6 months
- 1 year
- 2 years

Supervisor signature: _____

Date: _____

Executive signature: _____

Date: _____

Finance signature: _____

Date: _____