

## **AGREEMENT**

**AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by and between Mundelein Elementary District 75 (the “District”) and

\_\_\_\_\_ hereinafter referred to as (“Employee”).

This Agreement is to facilitate the District’s tuition reimbursement program for Employee as provided by policy 5:100. This Agreement constitutes a binding contract between the District and the Employee.

To be certain this Agreement accurately reflects the Employee’s understanding of the District’s tuition reimbursement program, the Employee will review the items below and indicate his/her understanding and agreement by signing on the signature line below.

- A. The District has approved the Employee’s request for tuition reimbursement. The District will reimburse the Employee’s tuition up to the amount of the Northern Illinois University single undergraduate or graduate credit hour rate for the fall semester, which shall be payable on June 30, 2023, provided that there are sufficient funds in the District’s Tuition Reimbursement Fund. The Employee understands and agrees that he/she may not receive full tuition reimbursement if there are insufficient funds in the District’s Tuition Reimbursement Fund. The Employee further understands and agrees that if there are insufficient funds the Superintendent will determine the percentage of the cost per credit hour that can be paid based on the balance in the funds and the total cost for all credits taken.
- B. In exchange for receiving this tuition reimbursement from the District, the Employee understands and agrees to maintain employment with the District for two (2) years following the reimbursement, June 30, 2023.
- C. The Employee understands and agrees that if he/she voluntarily terminates employment with the District on or before June 30, 2025, the Employee will repay the entire amount of the tuition reimbursement to the District within thirty (30) days of his/her voluntary termination.
- D. The Employee understands and agrees that if the Employee’s voluntary termination of employment is for circumstances beyond his/her control, the Employee may appeal the required repayment of the tuition reimbursement by making a request in writing to the Superintendent. The

Employee further understands that the Superintendent will render a decision and the decision of the Superintendent is final and will be provided to the Employee in writing.

- E. The Employee understands that if his/her employment is involuntarily terminated by the District for reduction-in-force reasons, non-renewal or termination for cause, the Employee will not be required to repay the amount of the tuition reimbursement.

The Parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**MUNDELEIN ELEMENTARY  
SCHOOL DISTRICT 75**

\_\_\_\_\_  
**Employee Signature**

**By:** \_\_\_\_\_  
**Superintendent or Designee**