




HOPI JUNIOR/SENIOR HIGH SCHOOL

"A Great Place to Learn"

Steven Berbeco, Superintendent
Lynn Fredericks, High School Principal
Alban Naha, Junior High School Principal
"Home of the Bruins"

TUITION ASSISTANCE PROGRAM POLICY

1. The Tuition Assistance Program ("TAP") is intended to support the professional growth of staff members and indirectly improve our students' learning outcomes through the program.
2. The TAP is budgeted annually by the Governing Board. No additional funds will be available for the TAP once the budgeted amount has been allocated.
3. A staff member may request funding for the current academic year by submitting a written request to the staff member's supervisor. The request should include the name of the institution offering the training, course name/number and dates of the program, cost, and a brief statement indicating how this course will make the staff member more effective at her/his job.
4. Staff members whose requests are accepted may be asked to sign a Continued Service Agreement, depending on the length of the program.
5. Tuition assistance is limited to \$3,000 per school year for each applicant.
6. The Superintendent may develop procedures to assist in compliance with this policy.



DONALD DAWASEVAYA
Interim Governing Board President

Approved: August 8, 2018

Continued Service Agreement

This agreement must be signed by the nominee for training that exceeds 80 hours for which Hopi Junior/Senior High School ("School") approves payment of training costs prior to the commencement of such training. Nothing contained in this agreement below shall be construed as limiting the authority of the School to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the School in connection with the training.

To be completed by the applicant:

1. I AGREE that, upon completion of the School sponsored training described in this authorization, if I receive salary covering the training period, I will serve at the School ten times the length of the training period (the number of hours spent in class or with the instructor). If I receive no salary during the training period, I agree to serve the School for a period equal to the length of training, but in no case less than one month.
2. If I voluntarily leave the School before completing the period of service agreed to in item 1 above, I AGREE to reimburse the School for fees, such as the tuition and related fees, travel, and other special expenses (excluding salary) paid in connection with my training.
3. I FURTHER AGREE that, if I voluntarily leave the School before completing the period of service agreed, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the full amount of additional expenses incurred by the School in this training.
4. I understand that any amount of money which may be due to the School as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the School, or may be recovered by such other methods as are approved by law. I also understand that Arizona Department of Education may be notified of any failure to meet the terms of this agreement.
5. I FURTHER AGREE to obtain approval from the person responsible for authorizing School training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals/incompletions, and increased costs.
6. I acknowledge that this agreement does not in any way commit the School to continue my employment.

Period of obligated Service: _____

Employee's Signature: _____ Date: _____

Employee's Name: _____