



DEPARTMENT OF CULTURAL AND COMMUNITY ENGAGEMENT

EDUCATIONAL ASSISTANCE CONTRACT

As Allowed by CCE Policy 710-3-004

A CONTRACT made and entered into between _____ hereinafter referred to as CCE DIVISION, and _____, hereinafter called STUDENT/EMPLOYEE.

Whereas, the STUDENT/EMPLOYEE requests assistance from the CCE education assistance program, the STUDENT/EMPLOYEE and the DIVISION agree that the DIVISION will pay education tuition and book costs as described in paragraph 3a below for the following course(s):

Course Title/Number	School	Term	Total Cost

Now therefore, it is agreed by and on behalf of the parties hereto as follows:

1. All covenants and agreements herein contained shall be binding upon all parties hereto.
2. This contract may be terminated by either party by submitting a termination request in writing. Termination requests will not be entertained after reimbursement has been made for the above identified courses.
3. The DIVISION certifies that:
 - a. It will pay the STUDENT/EMPLOYEE \$_____, which is _____% of the tuition and book costs for the above identified and agreed upon course(s). No payment will be made without an official receipt for the expenses for which reimbursement is being sought and documented proof of passing grades as defined in department policy.
 - b. The above identified and agreed upon course(s) will result in benefit to the employee and the division.
 - c. The education assistance to be authorized for the above identified and agreed upon course(s) for this STUDENT/EMPLOYEE has not exceeded the parameters established by DHRM Rule, Section R477-10-5 Page 5 of 5 or CCE Policy 710-3-004.
4. The STUDENT/EMPLOYEE, by signing this contract, agrees to the following:

a. The STUDENT/EMPLOYEE will make every effort toward successful completion of the course(s) identified and agreed to above or will forego previously agreed upon reimbursement

b. The STUDENT/EMPLOYEE will remain in the employment of the CCE for at least 12 months following completion of the above course(s) or refund the amount contributed by the DIVISION. The State of Utah will take action to recover any amount owed to the state.

c. The STUDENT/EMPLOYEE acknowledges responsibility for payment of any taxes assessed for educational assistance that is considered a taxable benefit.

IN WITNESS WHEREOF, the DIVISION and the STUDENT/EMPLOYEE have caused these presents to be signed by their proper officials thereunto duly authorized.

STUDENT/EMPLOYEE	Date
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IMMEDIATE SUPERVISOR	Date
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DIVISION DIRECTOR	Date
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