

**ALLEGHENY COUNTY-CCAC TUITION REDUCTION AND
REIMBURSEMENT PROGRAM**

REPAYMENT AGREEMENT

MADE AND ENTERED into this ____ day of _____, 20____, between the County of Allegheny, hereinafter referred to as “the County”;

A
N
D

_____, an individual whose address is _____

_____, hereinafter referred to as “Employee”.

WITNESSETH:

WHEREAS, the County offers to its employees an Educational Program whereby employees may attend post high school educational classes at **Community College of Allegheny County**, hereinafter referred to as **CCAC** for which the County will provide reimbursement to the employee for tuition, lab fees and similar course costs of attendance; and

WHEREAS, Employee has taken advantage of the aforesaid Educational Program and is attending or has attended college level educational classes under the County’s **CCAC Tuition Reduction and Reimbursement Program**; and

WHEREAS, a condition of the County’s Educational Program is the requirement that employees who voluntarily leave County employment or who are discharged for just cause shall reimburse Allegheny County for the full amount of any tuition and fee reimbursement received for courses completed less than two (2) years prior to the employee’s separation; and

WHEREAS, a further condition of the County’s Educational Program is a requirement that employees who participate in the County’s Educational Program sign an agreement memorializing the obligation to repay to the County the full amount of any tuition and fee reimbursement received for courses completed less than two (2) years prior to the employee’s separation.

NOW, THEREFORE, intending to be legally bound, the parties hereto agree as follows:

1. The foregoing recitals are incorporated herein by reference as if fully set forth at length.
2. In the event that Employee voluntarily leaves County employment or is discharged from County employment for just cause, Employee agrees to repay to the County the

full amount of any tuition and fee reimbursement received from the County under the County's CCAC Tuition Reduction and Reimbursement Program for courses completed less than two (2) years prior to the employee's separation from employment.

For purposes of determining the amount owed by Employee pursuant to this Agreement:

- A. Employee's date of separation from employment shall be considered to be the last day that Employee worked at their job for the County, and
- B. The date of the check from the County to Employee reimbursing the Employee for tuition, fees, etc. shall be the date from which Employee's two-year County employment commitment shall commence, and
- C. The amount to be repaid by Employee shall include all amounts reimbursed to Employee regardless of how that amount is characterized (i.e. tuition, fees, etc.).

3. Employee authorizes County to subtract from any paycheck received by them from the County any and all amounts owed by Employee to County pursuant to this Agreement.

4. Employee authorizes County to deduct any and all amounts owed by Employee to County pursuant to this Agreement from any benefit or return of contribution received by Employee from the County Retirement Board.

5. Any amounts which Employee is required to pay to County pursuant to this Agreement shall be due and payable immediately upon Employee's separation from employment by the County.

6. Agreement shall be binding on the executors, heirs, administrators, and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto agree to be bound by the terms and conditions set forth above.

WITNESS

EMPLOYEE

Signature Date

Signature Date

COUNTY OF ALLEGHENY

Department of Human Resources Signature Date