



**TUITION ASSISTANCE AND RE-PAYMENT AGREEMENT**

In an effort to achieve a more productive and better educated workforce, D.M.H. Electric has created a Tuition Assistance Program ("Program") for its employees who wish to enroll in classes at appropriately credentialed institutions of higher education. The Program will provide employees a maximum of \$2,000.00 for each calendar year towards their tuition.

- 1. The undersigned is an employee of D.M.H. and the employee has voluntarily applied and been accepted into the following educational program: Electrical Education.
- 2. The employee has received written approval from \_\_\_\_\_ of DMH, to participate in the program.
- 3. D.M.H. shall reimburse up to \$2,000.00, for the tuition of the employee. D.M.H. shall make this payment either directly to the educational institution, or directly to the employee. For reimbursement, proof of payment is required.
- 4. Should the employee separate from D.M.H.'s employment within twenty-four months of his/her receipt of payment under this program, the employee agrees to repay D.M.H. the full amount of any assistance received, or provided on the employee's behalf.
- 5. The employee authorizes D.M.H. to deduct the amount of any tuition repayment obligation from any compensation due and owing to the employee at the time of separation from employment.
- 6. Nothing in this Agreement constitutes a commitment or guarantee on the part of D.M.H. to provide employment to the employee for any specific period of time or duration.

The parties wishing to be bound by the terms and conditions of this Agreement have executed the same this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**D.M.H. Electric, Inc.**

**Employee**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_