

**EXPENSE REIMBURSEMENTS FOR EMPLOYEES**

**COURSE PAYMENTS**

**Course Payments (Policy DJD):**

“Subject to a written agreement and the prior approval of the Superintendent or his designate the Board shall, upon successful completion, pay full or partial costs of tuition for an employee in the Secretary-Treasurer’s Department taking courses in recognized programs such as Certified Management Accountant (C.M.A.), Certified General Accountant (C.G.A.), and Canadian Payroll Association (C.P.A.).

It is understood that should an employee who has received remuneration or course payments as above, voluntarily terminate his / her employment with the Board within two years of receiving such remuneration, the employee will repay the Board in full.”

By signing this form I understand and agree that should I terminate my employment with the Board within two years of receiving such remuneration, I will repay the Board in full.

\_\_\_\_\_  
Employee Name (please print)

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

\_\_\_\_\_  
Date