COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
TUITION REIMBURSEMENT AGREEMENT

AGREEMENT dated this ____ day of _____, by and through the Community College System of New Hampshire (thereinafter referred to as CCSNH) and _____ (Name and Title of Recipient) Address:_____ (Heretoafter referred to as the Recipient).

The CCSNH and the Recipient do hereby mutually agree as follows: The CCSNH shall pay to the Recipient the sum of $_____ for the reimbursement of tuition costs upon satisfactory completion and proof of paid tuition for the following credit course taken at _____.

(Name of Institution and Address)

Course Name	Course #	Section	Start Date	End Date	Credit Hours

This agreement is contingent upon approval by signature of the Recipient and the Institution's Appointing Authority. The following conditions are set forth by this agreement.

1. Unless indicated by an "X" in the box below, no work time is involved in the requested activity.
   1a. / / The course is not offered during non duty hours and time off or an adjusted work schedule has been approved by the Recipient's supervisor. For approved adjusted work schedules, the Recipient shall be required to make up work time during the designed pay week.
2. The Recipient shall be required to complete and achieve a grade of "C" or better for undergraduate coursework and a grade of "B" or better for graduate coursework. In cases where the grading system is Pass/Fail, Unsatisfactory/Satisfactory, etc., the Recipient must receive the grade that gives credit for the course.
3. Upon a satisfactory completion of the course named above, the Recipient shall continue in the employ of the CCSNH in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six months.
4. Should the Recipient breach any of the conditions set forth in paragraph 3, the Recipient shall pay to the CCSNH a sum equal to all monies previously paid by the CCSNH