



## **Voluntary Professional Development & Tuition Reimbursement Request Form**

Mountain Valley Developmental Services encourages the continuing development and education of its staff. Ultimately, the responsibility for professional development is the employee's. However, Mountain Valley Developmental Services wishes to support staff in their pursuit of professional excellence by funding mutually beneficial development opportunities. Mountain Valley Developmental Services supports vocational, undergraduate and graduate courses that are relevant to the duties performed as a Mountain Valley Developmental Services employee. Mountain Valley Developmental Services also supports job related seminars/courses that may or may not lead to a professional certificate.

***Please read the Tuition Reimbursement Code before completing this application***

Employee Name:	Date of Request:
Supervisor:	Date(s) of Course:
Course Title:	Offering Organization/School:
Course Location:	Cost of Course:
Type of Course ( <i>undergraduate course, seminar, etc.</i> ):	Please attach a copy of the course description to this request.
<i>Description of Anticipated Mutual Benefits (Briefly describe the course and how it relates to your current position or a future position at Mountain Valley Developmental Services):</i>	

In the event the request is approved, Mountain Valley Developmental Services agrees to reimburse a percentage of the tuition paid up to a maximum amount as determined by Mountain Valley Developmental Services, by its employee upon completion of the above pre-approved course(s). Time spent in class does not count as hours worked.

For undergraduate and graduate classes, Mountain Valley Developmental Services will reimburse tuition when the employee completes and presents proof of completion in the form of the final grade report. The employee will also submit a tuition bill showing the cost of the class along with a receipt for any applicable lab fees and books. Mountain Valley Developmental Services agrees to reimburse its employee for costs, minus any grants or scholarships received by employee, up to a maximum percentage as determined by Mountain Valley Developmental Services.

By signing below, the employee agrees to the following, provided the course is approved:

1. The employee agrees to attend and complete the course.
2. The employee agrees to complete an evaluation of the course. (Page 4)
3. The employee agrees to report on the course, if requested.
4. The employee agrees to apply education received to the betterment of Mountain Valley Developmental Services as approved by Mountain Valley Developmental Services.
5. The employee agrees to reimburse Mountain Valley Developmental Services for the cost of the course if he or she fails to satisfy any of the above requirements.

Employee's Signature	Date
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**Approvals**

Supervisor	Date
Executive Director	Date
CFO (Required for Tuition Reimbursement Only)	Date
Human Resources	Date

**Note: If changes occur, you must notify Executive Director and Human Resources to confirm approval.**

## Voluntary Tuition Reimbursement Code

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Mountain Valley Developmental Services supports vocational, undergraduate and graduate level courses that are relevant to the duties you perform as a Mountain Valley Developmental Services employee; Mountain Valley Developmental Services supports job related seminars that may or may not lead to professional certificates.

Reimbursement may be granted if the course relates directly to the duties required as listed on the employee's job description and the course content must be pre-approved by the Department Manager/Director, HR, CFO, and the Executive Director.

Mountain Valley Developmental Services may reimburse tuition up to a maximum amount as determined by CFO and Executive Director when the employee completes and presents proof of completion in the form of the final grade report. The employee will also submit a tuition bill showing the cost of the class along with a receipt for any applicable lab fees and books. Mountain Valley Developmental Services may agree to reimburse its employee for a percentage amount of costs, *minus any grants or scholarships received by employee*, according to the following:

The employee must be employed by Mountain Valley Developmental Services at the completion of the course to be eligible for tuition reimbursement. The decision to approve tuition reimbursement is at the sole discretion of the Directors of Human Resources, the CFO, and the Executive Director, and may be due to factors unknown or undisclosed to the applicant. Obtaining additional education does not inherently equate to internal promotions or raises.

In the event that the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay Mountain Valley Developmental Services in full.

Employees may be required to sign individual agreements in order to receive reimbursement under this policy.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee.

Employee agrees that by accepting MVDS's payment of tuition reimbursement costs that this advance will be deducted from Employee's final paycheck, to the fullest extent permitted by law. Additionally, Employee agrees that if the costs associated with the tuition reimbursement exceed Employee's final paycheck amount or the amount that may lawfully be deducted from that check, Employee will be obligated to reimburse MVDS for any remaining balance. If Employee should breach such obligations under this Agreement, Employee will also be required to pay attorney fees incurred by MVDS to enforce its right to receive reimbursement. Full reimbursement for all tuition costs due and owing MVDS must be paid within 30 calendar days following termination; or a payment plan as mutually agreed upon by both parties.

**Professional Development Opportunity Course Evaluation Form**

Mountain Valley Developmental Services is pleased to be a partner in your professional development. Please take a moment to evaluate your development opportunity. Thank you for your feedback!

<b>Employee's Name:</b>	<b>Supervisor:</b>
<b>Name of Course:</b>	<b>Date(s) of Course:</b>

<b>Please rate the following:</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Comments</b>
Overall, this opportunity met my learning needs.						
I will be able to apply the knowledge and/or skills gained from this opportunity to help me perform my job better.						
As a result of this learning experience, I would recommend this opportunity to other employees.						

<b>Additional Comments:</b>
<b>Summary of what you learned from this course:</b>

<b>Employee's Signature</b>	<b>Date</b>
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