



Village of Mount Prospect
Mount Prospect, Illinois

Tuition Reimbursement Agreement Form/
 Promissory Note

I, (Print Name) _____, acknowledge the Village of Mount Prospect has expended Village funds to assist in my tuition costs. This financial assistance from the Village is to enhance my education as it pertains to my job at the Village. I agree to continue my employment with the Village for at least one year after completion of the course, or repay the Village 100% of the amount reimbursed (Per Employee Handbook Sec. IV-D).

I understand I am eligible for reimbursement for only one class per semester. The total reimbursement expense shall not exceed bi-weekly pay. If I do not remain employed with the Village for at least one year, I agree to allow the Village to deduct the 100% of the amount reimbursed from my last paycheck upon termination. Also, if my final check at the time of termination does not cover the amount owed, I agree to find other means necessary to complete payment.

I acknowledge that the Village has the option of legal proceedings or assigning any unpaid amounts to a collection agency if I fail to repay the Village the amount owed.

 Print Name

 Signature

 Date

 Amount Eligible for Reimbursement