



Clarksville-Montgomery County School System  
621 Gracey Avenue  
Clarksville, TN 37040

### Contract for Testing, Training and Tuition Reimbursement

THIS CONTRACT, by and between the Clarksville-Montgomery County School System, hereinafter referred to as the **School System**, and \_\_\_\_\_, hereinafter referred to as the **Contractor**, is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

WITNESSETH: In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this Contract according to the provisions set out herein.

A. The **Contractor** agrees to perform the following services:

1. Provide the **School System** the list of courses and/or tests required to add an endorsement, for licensure advancement of apprentice occupational teacher, or to become endorsed to teach an additional area applicable to this request.
2. Obtain prior approval to take classes and/or tests for reimbursement from the appropriate supervisor or department coordinator.
3. Provide the **School System** proof of successful completion of course(s) and/or tests and original paid receipt for tuition and/or test costs.
4. Remain in the position for which the tuition and/or test reimbursement is made for a period of three school years from the beginning of the contract period.
5. Repay the **School System** the total cost of tuition and/or test reimbursement for failure to complete the three year commitment.
6. Fulfill the duties of the position for which the contractor was hired.

B. The **School System** agrees reimbursement will be made upon the satisfactory completion of services performed under Section A.1-3 of this contract. Payment will be made within ten (10) days of receipt of the request for reimbursement.

C. The amount payable to the **Contractor** under this contract will not exceed the documented cost of the tuition and/or tests.

D. The term of this contract will be from date of execution until completion date of A.4.

E. If the **Contractor** fails to fulfill in timely and proper manner his/her obligations under this contract, or if the **Contractor** violates any of the terms of this Contract, the **School System** will have the right to immediately terminate this Contract and require repayment to the **School System** of any reimbursement of tuition and /or tests received by the **Contractor**. **Contractor** agrees that the **School System** can withhold any amounts due it from the **Contractor** pursuant to this contract from the **Contractor's** compensation. **Contractor** shall be responsible for all of the **School System's** costs incurred in the collection of any reimbursement including attorney fees and court costs.

F. This Contract may be modified only by written amendment executed by all parties hereto.

G. This Contract will not become binding until executed by both parties.

H. Reimbursements that exceed \$5,250.00 will be reported to the I.R.S. as taxable wages (IRS Publication 15-4, 2014)

I. Special Notes or Instructions:

\_\_\_\_\_

J. Human Resources Acknowledgement: \_\_\_\_\_

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

By: \_\_\_\_\_  
Chief Financial Officer/Designee Signature

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

CONTRACTOR

\_\_\_\_\_  
Printed Name

By: \_\_\_\_\_

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