



This Agreement ("Agreement") is entered into as of [Date], by and between Ivy Hill Prep Charter School ("School" and "Employer") and _____ (the "Employee") enrolled in the Relay Graduate Education Program.

Whereas, the degree name is expected to be attained by Date,

Whereas, the Employer has determined that the degree name will further the Employee's performance of his/her/their responsibilities at the School and that the Employee is qualified for such assistance,

Now, Therefore, the parties agree as follows:

1. Duration of Tuition Assistance:

- The Employee agrees to remain employed with Ivy Hill Prep Charter School throughout the entire duration of the Relay Graduate Education Program, which is expected to be two (2) years.

2. Continuation of Employment:

- Upon completing the Relay Graduate Education Program, The Employee further agrees to continue employment with Ivy Hill Prep Charter School for a minimum of one (1) additional year.

3. Financial Support:

- Ivy Hill Prep Charter School agrees to contribute **\$5,440 (20%)** of the Teacher's program cost for both Year 1 and Year 2 of the Relay Graduate Education Program. The payment will be distributed in equal installments over each academic year.

4. Termination of Employment:

- In the event that The Employee voluntarily resigns or otherwise terminates employment with Ivy Hill Prep Charter School before the conclusion of the Relay Graduate Education Program or before fulfilling the one-year post-program commitment, The Employee shall be obligated to repay Ivy Hill Prep Charter School for the funds expended on their behalf for the Relay Graduate Education Program.



5. Repayment Terms:

- Repayment shall be made within thirty (120) days from the date of The Employee's departure from Ivy Hill Prep Charter School.
- The repayment amount shall be the total funds expended by Ivy Hill Prep Charter School on the employee's behalf for the Relay Graduate Education Program.

6. Program Progress Monitoring:

- The Employee agrees to provide regular updates on their Relay Graduate Education Program progress to the designated school administrator.
- The Employee will not be eligible for extended tuition assistance if employee exceeds 3 year duration of program

7. Governing Law:

- This Agreement shall be governed by and construed by the laws of New York State.

8. Amendments:

- No amendments or modifications to this Agreement shall be valid unless in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date first above written.

For Ivy Hill Preparatory Charter School:

Authorized Signatory Name: Annedrea G. Coleman

Title: Head of School

Date:

Employee:

[Signature]

[Title]

[Date]