

**Educational Assistance for Graduate Study
Judson College Faculty/Administrative Staff**

To encourage graduate study, Judson College offers financial assistance to full-time faculty and administrative staff who desire to further their education and/or obtain an advanced academic degree. Each application is considered on an individual basis and assistance is granted on the basis of funds available and value of such study to programs of the College. Judson College will reimburse direct costs for graduate tuition for courses as a part of approved programs of study based on the following conditions:

- Agreement 1:** The faculty/administrative staff submits to the Vice President and Dean of the Faculty a written outline of the proposed program of study prior to the time educational study is to begin showing how the study relates to their overall academic or administrative objectives.
- Agreement 2:** When approval of the program of study is granted, the faculty/administrative staff will provide the Business Office with invoices for tuition, appropriate payment addresses, and time tables for payment of invoices.
- Agreement 3:** Financial assistance for tuition expenses is granted in the form a forgivable loan that will be redeemed to the faculty/administrative staff in annual installments of up to \$1,200 per year of service beginning at the conclusion of the outlined program of study. Should the employee leave Judson College before the redeemed years of service have been rendered, the amount of unredeemed tuition expense will be considered due to the college by the faculty/administrative staff.

I understand and accept financial assistance based on the conditions as listed above.

Faculty/Administrative Staff Signature

Judson College Signature

Date

Date

Total projected tuition expenses for program of study _____

Maximum annual forgivable installment \$ 1,200.00

Total years of service expected _____