

**COMMUNITY BASED SERVICES, INC.
COLLEGE/EDUCATION INCENTIVE PROGRAM**

Contract between Community Based Services, Inc. and _____,
employee

job title

Semester: from: _____ to _____.

Course _____ Credit _____

Course _____ Credit _____

Course _____ Credit _____

Course _____ Credit _____

College/University: _____

I, _____, agree to abide by the terms of this contract and will:
employee

1. Submit to the Personnel Department written proof of matriculation in a program of study at a local college or university.
2. Submit to the Personnel Department a transcript which states that I have maintained a "C" average or better for the semester, and I understand that this information will remain confidential.
3. Agree to continue to be employed at least 20 hours/week with satisfactory work performance for a minimum of 3 months after completing the semester. If I choose to leave before this 3 month period is up, I understand that I will forfeit the reimbursement.
4. Submit a copy of the bill indicating how much money was charged and paid for the semester. I will be reimbursed only for the amount of tuition money that was spent, up to \$500.

Employee Signature, Date

Human Resource Manager, Date

Three (3) months after the completion of the college semester, if the above guidelines are satisfactorily met, Community Based Services, Inc. agrees to reimburse the above named employee up to \$500 for tuition expenses.

Chief Executive Officer, Date

Chief Operating Officer, Date

*This incentive program is contingent upon the approved budget and will be issued and implemented accordingly. Employees will be notified of any changes within this incentive program.

College Incentive file
cc- Employee, Personnel file