HORRY-GEORGETOWN TECHNICAL COLLEGE
Professional Development Reimbursement Agreement

Name: _______________________________ Department: _______________________

☐ Professional Activity  ☐ Academic Course
☐ Curriculum Development  ☐ Return to Industry

Activity Title: _______________________ Registration deadline (if applicable)______________

Date(s) of Activity: ___________________ Amount Funded: _______________________

Employees must successfully complete the course(s) requirements to have tuition cost reimbursed. Employees who do not successfully complete the course(s) will not be reimbursed. The minimum success criteria for undergraduate courses are a grade of “C”. A minimum success criterion for graduate courses is a grade of “B”.

Faculty/Staff Development Participants who are awarded funds for professional development activities must reimburse the College, upon the date of termination, for funds received upon voluntarily leaving employment from Horry-Georgetown Technical College during the designated reimbursement period, which is one calendar year from the date of reimbursement to the employee.

The schedule for the reimbursement of College funds upon voluntarily leaving employment are as follows:

<table>
<thead>
<tr>
<th>Pay Back Percentage</th>
<th>Employment commitment to the College</th>
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<tbody>
<tr>
<td>100%</td>
<td>Staff: One Calendar Year  Faculty: One Academic Year</td>
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I have read the above reimbursement agreement and agree to abide by the terms. I understand that this agreement form does not constitute a contract of employment.

Employee Signature _______________________/Date

Immediate Supervisor _______________________/Date

Appropriate AVP: _______________________/Date

Appropriate VP, or when applicable, College President _______________________/Date