

**YORK TECHNICAL COLLEGE**  
Professional Development Reimbursement Agreement

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**Project Participant Name:**

**Activity Number:**

**Activity Title:**

**Dates of Activity:**

**Amount: \$**

Project participants who are awarded funds in the amount of **\$1,500** or more for professional development activities must reimburse the College for funds received on a prorated basis upon voluntarily leaving employment (other than retirement) from York Technical College during the designated reimbursement period. In the event that the employee voluntarily leaves employment, the employee will make arrangements with the Vice President for Business Services to reimburse the College the remaining amount.

Project participants who are awarded funds in the amount of **\$1,500** or more agree to work for the College based on the following formula:

<i>Development Costs per Year</i>	<i>Employment Commitment to College</i>
\$1500 - \$3000	1 year required employment upon project end
\$3001 - \$4500	2 years required employment upon project end
\$4501 - \$6000	3 years required employment upon project end

If the funded employee voluntarily terminates employment (other than retirement) with the College within the reimbursement period, reimbursement to the College will be prorated according to the time remaining under the agreement. The College reserves the right to deduct unpaid balances from the final paycheck.

**I have read the above reimbursement agreement and agree to abide by the terms. The employment commitment period will be from \_\_\_\_\_ to \_\_\_\_\_ .**

**I understand that this agreement form does not constitute a contract of employment.**

\_\_\_\_\_  
Signature  
Project Participant  
York Technical College

\_\_\_\_\_  
Signature  
President  
York Technical College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Distribution:**

**White: Project Participant**

**Yellow: PDC Files**