

# Professional Development Program

## Marine Corps Community Services - Camp Lejeune, NC

### INTRODUCING

The Marine Corps Community Services Professional Development Tuition Assistance Program!

### ELIGIBILITY

- All PART and FULL time employees employed by Marine Corps Community Services, Camp Lejeune, are immediately eligible for the program.
- All FLEX employees are eligible if they have worked an average of 20 hours a week or more on a continual basis 6 months prior to enrolling in a class.

### TUITION

- MCCS will reimburse 50% of the fees for tuition and books for one class per semester/term/quarter for any accredited or recognized institution based on the Program's criteria.
- Any grants, scholarships or other financial assistance that does not have to be paid back by the student will be deducted from the amount of tuition that will be reimbursed by MCCS.
- Maximum of 5 classes per calendar year.
- Courses must be job related.

### EMPLOYMENT COMMITMENT

- If the cost of the funded class (including books) is \$250 or less, the employee must agree to continued employment for a minimum of 90 days following completion of the course
- If the cost of the funded class (including books) is over \$250, the employee must agree to continued employment for 180 days following completion of the course.
- Graduate studies require a one year employment commitment following completion of the course.
- Reimbursement request must be received 15 days **PRIOR** to the start of the course.
- Grades and/or certification must be turned in 30 days after completion of the semester/term or course.

### PAPERWORK CHECKLIST

- ✓ Completed Authorization for Enrollment form signed by immediate supervisor and division director.
- ✓ Course schedule or enrollment form listing courses and credits for each course.
- ✓ Information on any financial aid that will be received for the current semester.
- ✓ An itemized bill for books and tuition. Information should be broken down by course name, course cost, book title, and book cost.

**For more information or to schedule an appointment contact:**

Lisa Kirkendoll

Professional Development Assistant

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# Terms of Agreement

## Initial all blanks

Continuing Employment Commitments: If the total cost of the class and book(s) are

- Less than \$250, commitment is 90 days' employment after course ends.
- Exceeds \$250, commitment is 180 days' employment after course ends.
- If enrolled in a graduate program, commitment is one year of employment after course ends.

Upon successful completion of course, I will remain employed by Marine Corps Community Services, Camp Lejeune for at least \_\_\_\_\_ days beginning \_\_\_\_\_ and ending \_\_\_\_\_.

If I fail to meet this employment obligation, I understand that I must repay Marine Corps Community Services, Camp Lejeune the amount of assistance paid on my behalf.

Marine Corps Community Services, Camp Lejeune will pay 50% of tuition and books for one class per semester/term/quarter/etc., up to a maximum of five classes in one calendar year.

If I receive a grade lower than "C", I agree to repay Marine Corps Community Services, Camp Lejeune the total amount paid for tuition, books, etc. prior to enrollment in future courses/classes.

I must submit my transcript/grades/completion of class certification to the Professional Development Education Program Coordinator no later than thirty (30) days after completion of the semester/term/course. If I fail to do this, I must repay the amount of assistance and may become ineligible to participate in the Professional Development Education Program.

I have disclosed all educational/financial benefits from other sources (e.g., Pell, Scholarships, Grants, etc.) not requiring repayment and understand this amount must be deducted from the total tuition due when calculating the amount of tuition eligible for reimbursement by MCCS. I understand I cannot receive more than 100% payment for my class/course.

I acknowledge that this agreement does not commit Marine Corps Community Services, Camp Lejeune to continue my employment.

I understand that any amount which may be due to Marine Corps Community Services, Camp Lejeune resulting from my failure to meet any of the terms of this agreement, may be recovered by such methods as approved by law, including pay checkage.

I am aware of the provision of the Privacy Act of 1975 at Title 5 U.S. Code, and the personal nature of the information requested above.

I hereby authorize the release of this information directly to the requestor and to such other officers and persons having a need to know in the discharge of their official duties.

### I HAVE READ AND FULLY UNDERSTAND THE TERMS OF AGREEMENT.

I certify that all of the above statements by me are true, complete and correct to the best of my knowledge. False information may be grounds for disciplinary action, up to and including termination.

(Please Initial)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director, HR Division \_\_\_\_\_ Date \_\_\_\_\_