March 11th, 2024

[Student Name]

[Student Address]

[Student E-mail]

Re: Anatomy & Physiology Tuition Assistance

Dear [First Name]:

You have expressed a need for immediate tuition assistance for Central Piedmont Community College Anatomy and Physiology (BIO 163) course. Your tuition for the BIO 163 course will be fully covered up to $750.00 and paid directly to CPCC.

The purpose of this letter is to outline repayment terms:

1. If the employee successfully completes the course with a ‘C’ or higher, the employee will not need to repay the agreed upon amount. Tuition reimbursement eligibility will be adjusted to reflect the amount paid to CPCC.
2. If the employee fails to successfully complete the course, the employee agrees to repay the full amount of tuition reimbursement received from Mecklenburg EMS Agency. Payroll deductions in increments of \_$75.00 will start immediately after the course ends until the full repayment amount is met.
3. If the employee separates from the Mecklenburg EMS Agency, the full repayment amount up to $750.00 will be deducted from the employees final paycheck including any PTO payout benefits.

Consequences of Non-Repayment

1. Failure to repay the agreed-upon amount may result in being placed in a “Ineligible for rehire” status if they separate employment.

The monetary value of the Scholarship is approximately $ \_\_\_\_\_\_\_\_\_\_; the value of the training and experience you will receive is “priceless”!

**AGREED TO AND ACCEPTED BY**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date